Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS

Nacogdoches, Texas
April 14 and 15, 2014
Volume 288

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MEETING 288

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Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 14 and 15, 2014
Austin Building 307
Meeting 288

Monday, April 14, 2014

The regular meeting of the Board of Regents was called to order in open session at 8:00 a.m. Monday, April 14, 2014, in the Multi Media Room of the Baker Pattillo Student Center by Chair Steve McCarty.

PRESENT:

Board Members:	Mr. Steve McCarty, Chair
	Mr. David Alders
	Dr. Scott Coleman
	Mr. Bob Garrett
	Ms. Brigettee Henderson
	Mr. Matt Logan, student member
	Mr. Barry Nelson
	Mr. Ken Schaefer
	Mr. Ralph Todd
	Ms. Connie Ware
President:	Dr. Baker Pattillo
Vice-Presidents:	Dr. Richard Berry
	Mr. Danny Gallant
	Ms. Jill Still
	Dr. Steve Westbrook
General Counsel:	Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The Finance and Audit Committee convened at 8:00 a.m., recessed for lunch at 11:48 a.m. and then reconvened in the Austin Building boardroom at 2:15 p.m. The Finance and Audit Committee adjourned at 5:25 p.m. The Building and Grounds Committee meeting convened at 5:25 p.m. and adjourned at 5:55 p.m. The Academic and Student Affairs Committee convened at 5:55 p.m. and adjourned at 6:05 p.m.

The board chair reconvened the Committee of the Whole at 6:05 p.m. in the Austin Building boardroom and immediately called for an executive session to consider the following items:

Deliberation Regarding the Deployment, or Special Occasions for Implementation, of Security Personnel or Devices (Texas Government Code, Section 551.076)

- Update from Chief Information Officer

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to institutional compliance, reported complaints, intellectual property, and *Christian Cutler v. Baker Pattillo, et al* (Texas Government Code, Section 551.071)

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee including but not limited to equine center director, basketball coaches, chair of the Department of Agriculture, executive director of alumni relations, vice presidents and the president (Texas Government Code, Section 551.074)

The executive session ended at 8:35 p.m. The Board of Regents meeting returned to open session and recessed for the evening with no further action.

Tuesday, April 15, 2014

The regular meeting of the Board of Regents was called to order in open session at 9:00 a.m. Tuesday, April 15, 2014, in the Austin Building Board Room by Chair Steve McCarty.

PRESENT:

Board Members:	Mr. Steve McCarty, Chair Mr. David Alders Mr. Bob Garrett Ms. Brigettee Henderson Mr. Matt Logan, student member Mr. Barry Nelson Mr. Ken Schaefer Mr. Ralph Todd Ms. Connie Ware
President:	Dr. Baker Pattillo
Vice-Presidents:	Dr. Richard Berry Mr. Danny Gallant Ms. Jill Still Dr. Steve Westbrook
General Counsel:	Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Scott Coleman was absent from the meeting.

Regent Garrett led the pledge to the flags and Regent Alders provided the invocation.

RECOGNITIONS

Athletic Director Robert Hill introduced the Women's Basketball Team, sharing winner of the 2013 SLC Women's Championship and participant in the championship game of the Women's Basketball Invitational Tournament. He introduced the Men's Basketball Team, completing a season of 32 wins and 3 losses, winner of the 2013 SLC Men's Championship and participants in the third round of the NCAA Basketball Tournament. Provost and Vice President for Academic Affairs Ric Berry introduced the 2013-14 Sylvans Forestry Club, who were recent winners of the Southern Forestry Conclave for the second consecutive year. Dr. Berry then introduced the faculty members being recommended for promotion to full professor; those professors being recommended for professor emeritus status; and Dr. Tim King, who is being recommended for the honor of 2014-15 Regents Professor.

APPROVAL OF MINUTES

BOARD ORDER 14-15
The January 28, 2014, board minutes were corrected to indicate that Regent Alders was not present for the meeting that day. Upon motion by Regent Ware, seconded by Regent Todd, with all members voting aye, it was ordered that the minutes of the January 28 and 29, 2014, regular meeting be approved as corrected and the minutes of the February 10, 2014, special telephone meeting of the Board of Regents be approved as presented.

PERSONNEL

BOARD ORDER 14-16
Upon motion by Regent Ware, seconded by Regent Todd, with all members voting aye, it was ordered that the following personnel items be approved.

FACULTY APPOINTMENTS FOR 2013 – 2014

BUSINESS

Jason Reese, Assistant Professor of Management, Marketing and International Business, Ph.D. (Texas A&M University), at an academic year salary of $88,000 for 100 percent time, effective September 1, 2014.

EDUCATION

Adam Akerson, Assistant Professor of Elementary Education, Ed.D. (University of Houston), at an academic salary of $55,000 for 100 percent time, effective September 1, 2014.

Daniel McCleary, Assistant Professor of School Psychology (Human Services), Ph.D. (University of Tennessee), at an academic year salary of $65,000 for 100 percent time, effective September 1, 2014.

Lisa McCleary, Assistant Professor of School Psychology (Human Services), Ph.D. (University of Tennessee) at an academic year salary of $65,000 for 100 percent time, with an additional salary supplement of $7,000 total for duties as School Psychology Supervisor at the charter school to be paid in equal installments over 10 months, effective September 1, 2014.

FINE ARTS

Cala Coats, Assistant Professor of Art, Ph.D. (University of North Texas), at an academic year salary of $47,000 for 100 percent time, effective September 1, 2014.

LIBERAL AND APPLIED ARTS

Lauren Brewer, Assistant Professor of Psychology, Ph.D. (Florida State University), at an academic year salary of $48,000 for 100 percent time, effective September 1, 2014.

Kyle Conlon, Assistant Professor of Psychology, Ph.D. (Florida State University), at an academic year salary of $48,000 for 100 percent time, effective September 1, 2014.

Gregory Drury, Associate Professor of Psychology, Ph.D. (University of Alabama), at an academic year salary of $59,000 for 100 percent time, effective September 1, 2014.

Nathan Sparkman, Assistant Professor of Psychology, Ph.D. (Texas Christian University), at an academic year salary of $48,000 for 100 percent time, effective September 1, 2014.

Courtney Wooten, Assistant Professor of English, M.A. (Winthrop University), at an academic year salary of $50,000 for 100 percent time, effective September 1, 2014, contingent upon completion of doctorate by August 25, 2014.

STAFF APPOINTMENTS FOR 2013 – 2014

ATHLETICS

Kirk Turner, Athletic Marketing Coordinator, at an annual salary of $40,000 for 100 percent time, effective February 24, 2013.

Christopher Vanhorn, Assistant Football Coach, at a 10.5-month salary of $52,000 for 100 percent time, effective January 29, 2014.

DEVELOPMENT

William Caldwell, Development Officer III, at an annual salary of $77,000 for 100 percent time, effective February 3, 2014.

EDUCATION

Emily Penney, Teacher-Early Childhood Lab, at a 10.5-month salary of $30,000 for 100 percent time, effective March 3, 2014.

ENROLLMENT MANAGEMENT

Kimberly Morris, Assistant Director of Admissions, at an annual salary of $47,080 for 100 percent time, effective February 24, 2014.

INFORMATION TECHNOLOGY SERVICES

Michael Gillen, Programmer/Analyst I, at an annual salary of $35,000 for 100 percent time, effective February 24, 2014.

INTERNATIONAL PROGRAMS

Elaine Lambright, International Programs Coordinator, at an annual salary of $35,000 for 100 percent time, effective January 1, 2014.

LIBRARY

Michael Wicker, Director of Academic Assistance and Resource Center Program, at an annual salary of $46,000 for 100 percent time, effective June 1, 2014.

RESEARCH AND SPONSORED PROGRAMS

Shawn Fisher, Research Development Specialist, at an annual salary of $52,000 for 100 percent time, effective February 24, 2014.

RESIDENCE LIFE

Taylor Duganne, Hall Director, at an annual salary of $28,722 for 100 percent time, effective February 24, 2014.

Carrie Newman, Hall Director, at an annual salary of $28,722 for 100 percent time, effective March 17, 2014.

Diane Nwokey, Hall Director, at an annual salary of $28,722 for 100 percent time, effective February 24, 2014.

UNIVERSITY MARKETING COMMUNICATIONS

Timothy Monzingo, Communications Specialist, at an annual salary of $33,000 for 100 percent time, effective March 3, 2014.

CHANGES OF STATUS FOR 2013-2014

ALUMNI AFFAIRS

Craig Turnage, from Development Officer IV at an annual salary of $88,448 for 100 percent time, to Executive Director of Alumni Relations at an annual salary of $104,000 for 100 percent time, effective February 17, 2014.

ATHLETICS

Clint Conque, from Head Football Coach at an annual salary of $185,000 for 100 percent time, to Head Football Coach at an annual salary of $185,000 for 100 percent time with a salary supplement of $6,667 total to be paid in equal installments over eight months, effective January 1, 2014.

Terry Mills, from Assistant Football Coach at a 10.5-month salary of $51,000 for 100 percent time, to Assistant Football Coach at a 10.5-month salary of $52,000 for 100 percent time, effective January 7, 2014.

Nathan Schneider, from Assistant Football Coach at a 10.5-month salary of $47,520 for 100 percent time, to Director of Athletic Corporate Sales at an annual salary of $50,000 for 100 percent time, effective February 20, 2014.

Brad Underwood, from Head Men's Basketball Coach at an annual salary of $175,000 for 100 percent time, to Head Men's Basketball Coach at an annual salary of $175,000 for 100 percent time with a salary supplement of $16,667 total to be paid in equal installments over eight months, effective January 1, 2014.

EDUCATION

Nina Ellis-Hervey, from Assistant Professor of Human Services at an academic year salary of $65,000 for 100 percent time, to Assistant Professor of Human Services and Intern Supervisor at an academic year salary of $65,000 with a salary supplement of $4,800 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Gloria Gresham, from Associate Professor of Elementary Education at an academic year salary of $84,158 for 100 percent time, to Associate Professor of Elementary Education and Coordinator of the Elementary M.Ed. Program at an academic year salary of $84,158 for 100 percent time with a salary supplement of $3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Sylvia Middlebrook, from Visiting Assistant Professor of Psychology at an academic year salary of $46,000 for 100 percent time, to Visiting Assistant Professor of Psychology and Intern Supervisor for Human Services at an academic year salary of $46,000 for 100 percent time with a salary supplement of $4,800 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Robert Patterson, from Human Services Coordinator at an annual salary of $71,644 for 100 percent time, to Human Services Coordinator and Student Supervisor at an annual salary of $71,644 for 100 percent time with a salary supplement of $938 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Julie Pipes, from Financial Aid Specialist at an annual salary of $24,527 for 100 percent time, to Academic Advisor at an annual salary of $35,000 for 100 percent time, effective February 1, 2014.

Heather Olson Beal, from Assistant Professor of Secondary Education at an academic year salary of $55,407 for 100 percent time, to Assistant Professor of Secondary Education and Coordinator of M.Ed. Program at an academic year salary of $55,407 for 100 percent time with a salary supplement of $3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Pauline Sampson, from Associate Professor of Secondary Education at an academic year salary of $73,482 for 100 percent time, to Associate Professor of Secondary Education and Coordinator of IRB at an academic year salary of $73,482 for 100 percent time with a salary supplement of $3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Janet Tareilo, from Associate Professor of Secondary Education at an academic year salary of $62,772 for 100 percent time, to Associate Professor of Secondary Education and Coordinator of the Principal Preparation Program at an academic year salary of $62,772 for 100 percent time with a salary supplement of $3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Michael Walker, from Assistant Dean of Student Affairs for Support Services at an annual salary of $74,200 for 100 percent time, to Assistant Dean of Student Affairs for Support Services and Intern Supervisor for Human Sciences at an annual salary of $74,200 for 100 percent time, with a salary supplement of $3,120 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Kimberly Welsh, from Associate Professor of Elementary Education at an academic year salary of $61,198 for 100 percent time, to Associate Professor of Elementary Education and Reading M.Ed. Coordinator at an academic year salary of $61,198 for 100 percent time, with a salary supplement of $3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

LIBERAL AND APPLIED ARTS

Sylvia Middlebrook, from Visiting Assistant Professor of Psychology at an academic year salary of $46,000 for 100 percent time, to Assistant Professor of Psychology at an academic year salary of $48,000 for 100 percent time, effective September 1, 2014.

INFORMATION TECHNOLOGY SERVICES

Scott Speichert, from Database Administrator I at an annual salary of $43,282 for 100 percent time, to Database Administrator III at an annual salary of $58,500 for 100 percent time, effective January 1, 2014.

Robert Thomas, from Programmer/Analyst II at an annual salary of $41,000 for 100 percent time, to Database Administrator I at an annual salary of $46,380 for 100 percent time, effective January 1, 2014.

Jacquelyn Vose, from Programmer/Analyst II at an annual salary of $45,807 for 100 percent time, to Programmer Analyst III at an annual salary of $51,000 for 100 percent time, effective February 6, 2014.

UNIVERSITY MARKETING COMMUNICATIONS

Dixon Cartwright III, from Communications Specialist at an annual salary of $37,080 for 100 percent time, to Marketing Communications Specialist at an annual salary of $40,000 for 100 percent time, effective January 27, 2014.

PROMOTIONS

To Assistant Professor, effective January 1, 2014:

Elizabeth Spradley, Languages, Culture and Communications

To Associate Professor, effective fall 2014:

Emiliano Giudici, Economics and Finance
Carolyn Conn, Theatre
Lauren Selden, Art
Jamie Weaver , Music
Tara Newman, Human Sciences
Heather Olsen-Beal, Secondary Education
Chay Runnels, Human Sciences
Claudia Whitley, Elementary Education
Dawn Williams, Elementary Education
Alan Bailey, Government
Courtney Carney, History
Linda Levitt, Languages, Cultures and Communications
Lee Payne, Government
Cindy Pressley, Government
Gabriela Recinos, Languages, Cultures and Communications
Jose Recinos, Languages, Cultures and Communications
Sudeshna Roy, Languages, Cultures and Communications
Robert Spradley, Languages, Cultures and Communications
Louise Stoehr, Languages, Cultures and Communications
Sarah Canterberry, Biology
Jane Long, Mathematics and Statistics
Nicholas Long, Mathematics and Statistics
Odutayo Odunuga, Chemistry
Kevin Stafford, Geology

To Professor, effective fall 2014:

Gloria Gresham, Elementary Education
Wendy Killam, Human Services
Mikahail Kouliavtsev, Economics and Finance
Nathan Nabb, Music
Ron Petti, Music
Amanda Rudolph, Secondary Education
Pauline Sampson, Secondary Education
Deb Scott, Music
Daniel Unger, Forestry
Ken Untiedt, English and Philosophy

To Professor Emeritus, effective fall 2014:

Terry Box, English
John Dahmus, History
Mel Finkenberg, Kinesiology and Health Science
William Gibson, Biology

TENURE

Tenure was awarded to the following individuals, effective fall 2014.

Alan Bailey, Government
Courtney Carney, History
Sarah Canterberry, Biology
Emiliano Giudici, Economics and Finance
Linda Levitt, Languages, Cultures and Communications
Jane Long, Mathematics and Statistics
Nicholas Long, Mathematics and Statistics
Nathan Nabb, Music
Tara Newman, Human Sciences
Odutayo Odunuga, Chemistry
Heather Olsen-Beal, Secondary Education
Lee Payne, Government
Cindy Pressley, Government
Gabriela Recinos, Languages, Cultures and Communications
Jose Recinos, Languages, Cultures and Communications
Sudeshna Roy, Languages, Cultures and Communications
Lauren Selden, Art
Christine Sinclair, Kinesiology
Elizabeth Spradley, Languages, Cultures and Communications
Robert Spradley, Languages, Cultures and Communications
Kevin Stafford, Geology
Louise Stoehr, Languages, Cultures and Communications

Jamie Weaver, Music
Dawn Williams, Elementary Education

FACULTY DEVELOPMENT LEAVE FOR 2014-2015

Faculty development leave was awarded to the following faculty members for the semester indicated.

Fall 2014

Jeremy Becnel, Mathematics and Statistics
David Lewis, Art

Spring 2015

Alexandra Van Kley, Biology

REGENTS PROFESSORSHIP FOR 2014- 2015

Dr. Tim King, professor of music, was awarded a Regents Professorship for the academic year 2014-2015.

RETIREMENTS

The following retirements were accepted:

Ronald Anderson, Professor of Music, effective August 31, 2014

Michael Doughty, Assistant Professor of Social Work, effective August 31, 2014

Deborah DuFrene, Associate Dean of Nelson Rusche College of Business, effective August 31, 2014

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 14-17
Upon motion by Regent Henderson, seconded by Regent Ware, with all members voting aye, it was ordered that the following academic and student affairs items be approved.

CURRICULUM CHANGES

The Board of Regents approved the undergraduate and graduate curriculum changes listed in Appendix 1.

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Academic Advising for Undergraduate Students (6.2)
Academic Probation, Suspension and Reinstatement for Undergraduates (6.4)
Administrative Evaluation of Adjunct Faculty Performance (7.5)
Concurrent and Dual Credit Enrollment Programs (6.9)
Course Contact Hours (5.4)
Developmental Education and Texas Success Initiative (9.8)
Drug and Alcohol Testing (11.6)
Employee Terminations and Transfers (11.10)
Establishing Centers, Institutes and Specialized Testing or Service Laboratories (5.10)
Longevity Pay/Hazardous Duty Pay (12.13)
Moving Expenses (3.23)
Parking and Traffic Regulations (13.14)
Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs (4.8)
Scholarship Disbursement (6.17)
Selective Service Registration (11.26)
Student Evaluation of Instruction (7.27)
Student Organization Formation (10.9)
University Website (15.10)

BUILDING AND GROUNDS

BOARD ORDER 14-18
Upon motion by Regent Schaefer, seconded by Regent Garrett, with all members voting aye it was ordered that the following building and grounds items be approved.

SIEMENS INDUSTRY, INC. ENERGY PERFORMANCE CONTRACT PHASE THREE

WHEREAS, the board members considered the following: At the May 15, 2009 meeting, the SFA Board of Regents selected Siemens Industry, Inc. as its energy savings company (ESCO) to enter into an energy performance contract with the university. The contract was established pursuant to Texas Education Code Section 51.927, which requires that an energy performance contract must guarantee savings that are sufficient to recover the costs of an energy project(s). The project began with a detailed energy audit that identified energy savings opportunities. Phases one and two of the energy performance contract were completed on January 31, 2012.

Based on the success of the first two phases, the university would like to pursue phase three of the energy performance contract with Siemens Industry, Inc. As with the first two phases, phase three would begin with a letter of intent that authorizes Siemens Industry, Inc. to engage in a detailed energy audit. The energy audit cost will be incorporated into the energy performance contract. If the audit identifies and guarantees energy savings, the university would like to

proceed with project implementation. If the energy audit does not determine that savings are available with the implementation of an energy performance contract, the university would not pay for the cost of the energy audit.

THEREFORE, it was ordered that the university sign a letter of intent with Siemens Industry, Inc. to begin the third phase of an energy contract. It was further ordered that Siemens Industry, Inc. be authorized to conduct an energy audit and engage phase three of an energy performance contract if energy savings are guaranteed that are sufficient enough to pay the cost of the contract. The vice president for finance and administration was authorized to secure financing for the energy performance contract, and the president was authorized to sign the letter of intent, contract, and purchase orders.

WILLIAM R. JOHNSON COLISEUM SEATING HANDRAIL INSTALLATION

WHEREAS, the board members considered the following: The William R. Johnson Coliseum was opened in 1974. At the time of construction, handrails in the seating aisles were not required. The university feels that adding a center handrail to existing aisles will increase the safety of the facility, increase the accessibility of certain areas, and enhance the experience of those using the facility. The project is estimated to cost $125,000.

THEREFORE, it was ordered that funding be approved for the project with designated funds at a cost not to exceed $125,000. The president was authorized to sign associated purchase orders and contracts.

RENOVATION OF 309 EAST STARR AVENUE APARTMENTS

WHEREAS, the board members considered the following: The university purchased apartment units at 309 East Starr on September 16, 2013. The university honored rental contracts with tenants that were in place at the time of purchase. The last tenants will vacate the apartments during the summer of 2014.

THEREFORE, it was ordered that the apartment units, grounds, and vehicle/parking area at 309 East Starr be renovated to provide residence halls for transfer students who meet academic criteria established by the university. It was further ordered that the renovation cost of $125,000 be funded with designated funds.

GRIFFITH AND KERR FIRE SPRINKLER SYSTEMS

WHEREAS, the board members considered the following: The 2013-14 capital budget includes a project to install new fire sprinkler systems in Griffith and Kerr Halls. The project was funded with 2013-14 budgeted auxiliary funds for $741,730. Based on the scope of the project, additional funds are needed to complete the fire sprinkler installations in both residence halls.

THEREFORE, it was ordered that the Griffith and Kerr Fire Sprinkler Systems project budget be increased by $460,000 to complete the sprinkler system installation in both halls. It was further ordered that expenditures not exceed the amended project budget amount of $1,201,730. The

source of funds for the budget increase will be auxiliary fund balance. The president was authorized to sign associated purchase orders and contracts.

LUMBERJACK LODGE FLOOD DAMAGE RENOVATION

WHEREAS, the board members considered the following: In the early morning hours of March 19, 2014, a 2-inch water pipe burst on the second floor of the Lumberjack Lodge residence hall. Because of the scope of the flood and water damage, the university invoked emergency authority to begin restoration and renovation efforts. These included working with contractors and insurance carriers. The university has a standing order contract with Mooring, a disaster recovery firm. The scope of recovery work was evaluated by university staff, the university's property insurance agent, and the disaster recovery firm.

The university has a property deductible of $100,000. Total restoration costs are expected to exceed $100,000. When all flood associated renovation and restoration activity is completed, the university's property insurance carrier will issue a check to SFA that is net of the property insurance deductible.

THEREFORE, it was ordered that the university be authorized to pay all flood and water damage related expenses to Mooring and other contractors that participated in the Lumberjack Lodge flood-related restoration and renovation.

BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Driver Certification (13.7) TO BE DELETED
Training and Certification of University Vehicle Operators (13.23)
Vehicle Repair and Maintenance (16.34)

FINANCIAL AFFAIRS

BOARD ORDER 14-19
Upon motion by Regent Todd, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs item be approved.

SELECTION OF AN INVESTMENT MANAGEMENT FIRM

WHEREAS, the board members considered the following: Stephen F. Austin State University, the SFA Foundation, and the Alumni Foundation issued a joint request for proposals (RFP) for external investment fund management. The current investment management contract ends on August 31, 2014. The proposals were analyzed and three finalists were selected to appear before the finance committee of the Board of Regents and members of the SFA Foundation and Alumni Foundation. The finalist firms were Merrill Lynch, Morgan Stanley and Trinity Capital. The joint meeting produced a unanimous selection of Merrill Lynch as the firm best qualified to serve as the investment management firm for all three entities.

THEREFORE, it was ordered that Merrill Lynch be selected as the best qualified external investment management firm for the university. The president was authorized to sign the contract with Merrill Lynch.

BOARD ORDER 14-20
Upon motion by Regent Todd, seconded by Regent Ware, with all members voting aye, it was ordered that the following financial affairs items be approved.

STEM SCHOLARSHIPS

WHEREAS, the board members considered the following: The university has made a strong commitment to science, technology, engineering and mathematics (STEM) education. To complete the degree program offerings across all STEM disciplines, the university is in the final stages of securing an engineering physics degree from the Texas Higher Education Coordinating Board. Additionally, SFA hosts numerous STEM camps each year designed for middle and secondary school students. This focus on recruitment and retention of STEM majors is part of the SFA STEM initiative to widen the STEM pipeline. The critical nature of STEM education is both a state and national concern.

THEREFORE, it was ordered that $200,000 be funded annually for STEM scholarships, with scholarship criteria and eligibility requirements to be established by the College of Sciences and Mathematics. The scholarships are to be funded on an annual basis from the Coca-Cola exclusive rights soft-drink contract and designated funds.

STEM CAMPUS RESIDENCE TRANSFER SCHOLARHSIPS

WHEREAS, the board members considered the following: The university has made a strong commitment to science, technology, engineering and mathematics (STEM) education. To complete the degree program offerings across all STEM disciplines, the university is in the final stages of securing an engineering physics degree from the Texas Higher Education Coordinating Board. Additionally, SFA hosts numerous STEM camps each year designed for middle and secondary school students. This focus on recruitment and retention of STEM majors is part of the SFA STEM initiative to widen the STEM pipeline. The critical nature of STEM education is both a state and national concern.

THEREFORE, it was ordered that 11 campus residence scholarships be established for students who transfer to SFA as STEM majors and continue their undergraduate education at SFA in one of the STEM fields. Scholarship criteria and eligibility requirements are to be established by the College of Sciences and Mathematics.

APPROVAL OF CONTRACT FOR SIRSIDYNIX SOFTWARE

WHEREAS, the board members considered the following: The university library utilizes Sirsidynix software that maintains its inventory, circulation, cataloging acquisitions and serials control. The library is currently under contract for the software maintenance, but has

renegotiated an extended contract. The university wishes to enter into a five year contract for on-going maintenance that includes software upgrades. The contractual agreement will result in a 3.75% savings in the first year of the new contract and limit annual increases at 2.9% for years two through five.

THEREFORE, it was ordered that the university purchase maintenance for the Sirsidynix software for a five year period at a cost not to exceed $280,000 with additional years of renewal subject to administrative approval. The president was authorized to sign the contract.

PURCHASE OF FACILITIES SCHEDULING SOFTWARE

WHEREAS, the board considered the following: With the addition of an academic space utilization coordinator, the Academic Affairs Division has begun the centralization of scheduling of instructional and other academic space. In order to facilitate the implementation and maintenance of a centralized system, it is necessary to use advanced scheduling software. After appropriate investigation, demonstration, and consideration, the software package Ad Astra has been chosen.

THEREFORE, it was ordered that the purchase and three years of maintenance of Ad Astra scheduling software be approved at a cost not to exceed $225,000. It was further ordered that the software and three years of maintenance be purchased with the Higher Education Fund (HEF). The president was authorized to sign associated purchase orders.

CONTRACT FOR LIVETEXT E-PORTFOLIO HOSTED SERVICE

WHEREAS, the board considered the following: Many institutions of higher education are adopting electronic portfolio systems for storage of and access to samples of student work. These are used in assessment processes, activities related to program and institutional accreditation, and for student professional preparation. The university has chosen a hosted service, LiveText, for this purpose. LiveText will be a central tool in the university's core curriculum assessment plan, approved by the Texas Higher Education Coordinating Board in February.

The LiveText cost is based on the number of students who enroll in at least one core curriculum course. The cost will be assessed only once per student, regardless of the number of courses a student takes. Further, the service is available to students for five years for academic and personal data collection. The university projects that approximately 8,000 student licenses are needed for fall 2014, and approximately 3,000 are needed each year thereafter.

The administration negotiated a license cost of $70 per student using a projection model of 8,000 initial licenses and 3,000 additional annual licenses. Using this model, the total projected cost would be $1,400,000 for a five-year contract. Further, part of the initial cost will be spread over years two through five. The negotiated payment schedule would begin with $404,900 in fiscal year 2015, followed by the actual cost of new student licenses in years 2016 through 2019.

THEREFORE, it was ordered that a five-year contract with LiveText for e-portfolio hosted service be approved for an amount not to exceed $1,600,000. The president was authorized to sign the

contract and associated purchase orders. It was ordered that designated fund balance of $150,000 be used in fiscal year 2015 to augment revenue in order to provide a first-year payment of $404,900, and that actual, annual payments in years two through five be paid from designated funds.

ROOM AND BOARD RATES FY 2014-15

WHEREAS, the board members considered the following: Projected student housing and food service operating costs support the need for revised room and board rates for the 2015 fiscal year.

Pursuant to the relevant provisions of our food service contract, the administration and Aramark annually negotiate necessary rate increases for the upcoming fiscal year. Our contract uses the percentage increase in the Food and Beverage element of the Consumer Price Index (CPI) published by the Bureau of Labor Statistics, U. S. Department of Labor, for urban consumers ("CPI-U") in the South as a benchmark for any rate increase considered. The administration has negotiated a rate increase of 1.9% for the provision of board plan food service during the 2015 fiscal year.

The proposed room and board rates for FY2014 are presented in Appendix 3 and reflect a 1.9% increase in the board plan and a 3.5% increase in the room rate.

These revised rates will become effective in the fall semester of 2014.

THEREFORE, it was ordered that the negotiated 1.9% Aramark increase and the proposed room and board rates for FY2015 be approved as presented in Appendix 3.

BOOKSTORE CONTRACT RENEWAL

WHEREAS, the board members considered the following: The current contract with Barnes & Noble College Booksellers, Inc. for the purpose of providing bookstore operations and management for the university expires on July 15, 2014. The terms of the current contract provide for a five-year renewal upon mutual agreement between the parties.

THEREFORE, it was ordered that the president be authorized to sign a renewal of the bookstore services contract with Barnes & Noble College Booksellers, Inc. with a term that expires on July 15, 2019, and includes the substantive elements outlined in Appendix 4.

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

WHEREAS, the board considered the following: The *Board Rules and Regulations* state that the director of audit services shall assist the board in carrying out its oversight responsibilities as they relate to the university's a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations and ethics. The director of audit services reports to the Board of Regents on the status of the annual audit plan, internal external reports, risk assessment and audit/compliance issues.

The audit services report as presented included an expenditure audit, Office of Multicultural Affairs audit, Department of Kinesiology and Health Science audit, SAO audit and an update on the annual audit plan.

THEREFORE, the Board of Regents acknowledged receipt of the audit services report as presented.

BOARD ORDER 14-21
Upon motion by Regent Todd, seconded by Regent Ware, with all members voting aye, it was ordered that the following financial affairs item be approved.

ADOPTION OF FISCAL YEAR 2013-2014 SUMMER BUDGET

WHEREAS, the board members considered the following: The fiscal year 2013-14 summer budget contains two regular summer semesters and a mini-semester. The 2013-14 annual budget includes $2,287,937 that is available to support summer school salaries and benefits. In addition, $1,531,948 of E&G salary savings and designated contingent funds are used to fund summer school salaries. Additional summer salaries of $85,824 are supported by designated funds.

THEREFORE, it was ordered that the 2013-14 summer budget of $3,905,709 be approved.

BOARD ORDER 14-22
Upon motion by Regent Todd, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs items be approved.

COURSE AND LAB FEES FY 2014-15

WHEREAS, the board members considered the following: Course and lab fees provide instructional departments with funds to support the actual cost of consumable supplies, service and travel related to specific courses. Course and lab fees are allocated to instructional departments for expenditures that are necessary for course delivery.

THEREFORE, it was ordered that the course fees for the 2014-15 fiscal year shown in Appendix 2 be adopted, to take effect in the fall semester of 2014.

DISTANCE EDUCATION FEE

WHEREAS, the board considered the following: For many years, Stephen F. Austin State University has charged a fee for enrolling in an online course. In 2002 the fee was increased from $15 per credit hour to $25 per credit hour. The fee has not increased since 2002. Because of growing costs of delivering online education, an increase in the distance education fee is needed.

THEREFORE, it was ordered that a distance education fee of $33 per semester credit hour to be charged for enrollment in online courses be approved, effective fall semester 2014.

STUDY ABROAD STUDENT FEE WAIVERS

WHEREAS, the board considered the following: The university waives the student recreation and student center fees for students who enroll only in online courses. Most students who are not online-only students pay these fees to cover costs associated with their use of the facilities. Similar to online-only students, students who study abroad for longer than four consecutive weeks during summer terms do not have the opportunity to use these two facilities.

THEREFORE, it was ordered that a waiver be approved for the student center fee and the student recreation center fee for students enrolled in summer study abroad programs that last longer than four weeks. The waiver is to be effective only during the summer term of the study abroad enrollment.

BOARD ORDER 14-23
Upon motion by Regent Todd, seconded by Regent Garrett, with all members voting aye, it was ordered that the following financial affairs item be approved.

DESIGNATED TUITION, PUBLICATION FEE, AND TECHNOLOGY FEE INCREASES FOR FY 2014-15

WHEREAS, the board members considered the following: To sustain the current level of operations and service delivery, the university must increase designated tuition, the publications fee and the technology fee.

THEREFORE, it was ordered that designated tuition be increased from $158 to $171 per semester credit hour, the publication fee be increased from $6 to $8 per semester credit hour, and the technology fee be increased from $22 to $23 per semester credit hour, effective in the fall semester of 2014.

BOARD ORDER 14-24
Upon motion by Regent Todd, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following financial affairs items be approved.

FIXED-RATE DESIGNATED TUITION PLAN

WHEREAS, the board members considered the following: House Bill 29 passed last year by the Texas legislature requires public universities to offer a fixed-rate tuition plan to undergraduate students. Entering freshmen students or new transfer students must be offered the opportunity to participate in a fixed-rate tuition plan for twelve consecutive semesters from the point of initial enrollment at a public or private institution, regardless of whether the student enrolls at any institution in those semesters. The plan is effective for the fall 2014 semester. The legislation also allows a university to offer a fixed-rate tuition plan as optional or mandatory and authorizes the governing board of an institution to establish restrictions and qualifications for the plan.

THEREFORE, it was ordered that the university establish an optional fixed-rate designated tuition plan that will be available to entering freshmen or new transfer students who begin classes at the

university for the first time during the fall 2014 semester. In addition to those, students who participate only in SFA dual-credit high school/college classes will be eligible for the plan. The fixed-rate designated tuition charge for fall 2014 new entering freshmen will be $192 per semester credit hour.

To address both new and transfer students, it was ordered that the university create student cohorts who pay different fixed designated tuition rates based on their fall 2014 enrollment status. Depending on enrollment dates at other institutions, transfer students will be placed in 2012, 2013, 2014, or 2015 cohorts. New freshmen students will be placed in the 2015 cohort. The cohort designated tuition fee schedule was approved as follows:

2012 cohort - $177 per semester credit hour

2013 cohort - $180 per semester credit hour

2014 cohort - $186 per semester credit hour

2015 cohort - $192 per semester credit hour

The adoption of an optional fixed-rate designated tuition plan of $192 for 12 semesters for new fall 2014 freshmen (2015 cohort) was approved. The fixed-rate designated tuition per semester credit hour rates as presented in the above cohort schedule for transfer students was approved.

DUAL CREDIT EXEMPTION

WHEREAS, the board considered the following: Students currently enrolled in courses that count for both high school and college credit under the dual credit enrollment program are exempted from the payment of all tuition and fees and are only assessed a fee of $25 per semester credit hour (SCH) plus any applicable distance learning fees.

The exemption applies to students and courses stipulated by the Texas Higher Education Coordinating Board as eligible for the dual credit exemption. Students enrolled in courses that are not eligible for high school credit would not qualify for the exemption. Students enrolled in summer courses would not be eligible for the exemption, regardless of their high school status. Individual instruction courses are not eligible for this exemption.

THEREFORE, it was ordered that, effective with the fall semester of 2015, dual credit students be exempted from the payment of statutory and designated tuition and other mandatory fees. Dual credit students are to be assessed a Dual Credit Enrollment Fee of $50 per SCH plus any applicable course fees and distance learning fees.

GRANT AWARDS

WHEREAS, the board considered the following: To date in fiscal year 2014, the university has received multi-year grant awards totaling $21,973,718. Of that total, grant awards allocable to fiscal year 2014 are $7,200,415, an increase of $397,552 since the last report.

The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

THEREFORE, it was ordered that the additional grant awards allocable to fiscal year 2014 that total $397,552 be approved and ratified, as they are detailed in Appendix 5.

FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Budget Change and Additional Appropriation (3.4) TO BE DELETED
Budget Control (3.5) TO BE DELETED
Delegated Purchasing Authority (17.5)
Departmental Budgeting and Accounting Responsibilities (3.9)
Fixed-Rate Tuition Plan (NEW)
Purchase of Used Equipment or Supplies (17.18)
Receipts and Deposits (3.26)
Returned Payments (3.27)
Vacation Leave (12.21)

BOARD ORDER 14-25
Upon motion by Regent Todd, seconded by Regent Ware, with all members voting aye, it was ordered that the following executive session item be approved.

APPROVAL OF OFFICIAL UNIVERSITY LOGO

WHEREAS, the board considered the following: The board approved a new university logo design created by Richards Carlberg during the February 10, 2014, teleconference meeting. Since that time, our stakeholders have strongly voiced their preference for retaining the previous university logo, also known as the spirit logo, which was initially approved as the university's logo by the Board of Regents on August 13, 2004. Graphic design guidelines will be created to include standards for all media, including publications, advertising, websites and other collateral materials—both on and off campus.

THEREFORE, it was ordered that the logo shown below be approved as the official university logo.

REPORTS

The president provided a report to the regents on the following topics:

- Upcoming Dates
- Dean of the Rusche College of Business
- Commencement
- Engineering Degree
- Student Regent

Dr. Dana Cooper, faculty senate chair, made a report on the following topic:

- A Year in Review
- A Word of Thanks

Marquice Hobbs, SGA president, gave a report on the following topics:

- "All Paws In" Community Service
- Student Center Advisory Board
- Archie McDonald Speaker's Series
- SGA Election Results

BOARD COMMITTEES 2014-2015

Chair McCarty announced the appointment of the following board committees to serve through April 2015:

Academic and Student Affairs Committee
Brigettee Henderson, Chair
Barry Nelson
Connie Ware

Buildings and Grounds Committee
Ken Schaefer, Chair
David Alders
Bob Garrett

Finance and Audit Committee
Scott Coleman, Chair
Ken Schaefer
Ralph Todd

The meeting was adjourned at 10:30 a.m.

Undergraduate Course Proposals 2014-2015 New Courses/Programs

Department	Course Number	Name	Change Required
College of Liberal and Applied Arts			
Lang, Cult & Comm	COM 102	Intro to Communication Theory	Delete Course
Lang, Cult & Comm	COM 202	Communication Research Methods	Delete Course
Lang, Cult & Comm	COM 215		New Course
Lang, Cult & Comm	COM 305		New Course
Lang, Cult & Comm	COM 310		New Course
Lang, Cult & Comm	COM 315	Communication Research Methods	Modify Course
Lang, Cult & Comm	COM 375	Organizational Comm Theory	Modify Course
Lang, Cult & Comm	COM 456	Advanced Television Production	Modify Course
Lang, Cult & Comm		COM Prog Mod Inter	Modify Program
Lang, Cult & Comm		COM Prog Mod Media	Modify Program
Lang, Cult & Comm		COM Prog Mod Org	Modify Program
Lang, Cult & Comm		COM Prog Mod Public	Modify Program
Multi-Disciplinary Studies		Div Multi Prog	Modify Program
English	ENG 301	Sacred Texts & Traditions	Delete Course
English	ENG 440	Advanced Linguistic Theory	Modify Course
English	ENG 460	Literary Publishing Internship	Modify Course
English	ENG 467	Creative Writing Senior Thesis	Delete Course
English	ENG 468	Creative Writing Sr Thesis 2	Modify Course
English	ENG 469	Distinguished Writer Seminar	New Course
Lang, Cult & Comm	FRE 131	Elementary French I	Modify Course
Lang, Cult & Comm	FRE 131L	Elementary French I Lab	Delete Course
Lang, Cult & Comm	FRE 132	Elementary French II	Modify Course
Lang, Cult & Comm	FRE 132L	Elementary French II lab	Delete Course
Lang, Cult & Comm	GER 131	Elementary German I	Modify Course
Lang, Cult & Comm	GER 131L	Elementary German I Lab	Delete Course
Lang, Cult & Comm	GER 132	Elementary German II	Modify Course
Lang, Cult & Comm	GER 132L	Elementary German II Lab	Delete Course
Social & Cul Analysis	GEO 315	Cartography	Modify Course
Social & Cul Analysis	GEO 320	Geographic Info Systems Applic	Modify Course
Social & Cul Analysis	GEO 320L	Geographic Info Systems Applic Lab	Modify Course
Social & Cul Analysis	GEO Prog		Modify Course
History	HIS 300	US Diplomatic History	New Course
History	HIS 301	US Diplomatic 1900 - Present	Delete Course
History	HIS 302	US Diplomatic 1776-1901	Delete Course
History	HIS 315	Modern South Asia	New Course
History	HIS 316	Islam & South Asia	New Course
History	HIS 344	The American South	New Course
History	HIS 347	The Old South	Delete Course
History	HIS 348	The New South	Delete Course
English	IRW 097		New Course
Lang, Cult & Comm		Leadership Cert	New Course
Mass Communication		Mass Media Minor	New Course
Mass Communication	MCM 212	Audio Production Tehcniques	Modify Course
Mass Communication	MCM 251	Introduction to Social Media	New Course
Mass Communication	MCM 302	Television Production	Modify Course
Mass Communication	MCM 305	Convergence Reporting	Modify Course
Mass Communication	MCM 309	Fearure Writing	Modify Course
Mass Communication	MCM 320	Sports Writing	Modify Course
Mass Communication	MCM 351	Social Media Strategies	New Course

Mass Communication	MCM 352	Social Media Case Studies	New Course
Mass Communication	MCM 353	Social Media Content Production	New Course
Mass Communication	MCM 382	Public Relations Case Studies	Modify Course
Mass Communication	MCM 383	Public Relations Campaigns	Modify Course
Mass Communication	MCM 410	Student Publications Practicum	Modify Course
Mass Communication	MCM 413	Column & Editorial Writing	Modify Course
Mass Communication	MCM 420	Broadcast Practicum	Modify Course
Mass Communication	MCM 440	Backpack Journalism	Modify Course
Mass Communication	MCM 442	Radio-Television Programming	Modify Course
Mass Communication	MCM 450	Advanced Photojournalism	Modify Course
Mass Communication	MCM 451	Adv. & Promo. For Social Media	New Course
Mass Communication	MCM 452	Future Technology	New Course
Mass Communication	MCM 453	Research in Social Media	New Course
Mass Communication	MCM 456	Adv Television Production	Modify Course
Mass Communication	MCM 465	Meet the Media	Modify Course
Mass Communication	MCM 475	Topics in Public Relations	Modify Course
Mass Communication	MCM 478	Advanced Advertising I	Modify Course
Mass Communication	MCM 479	Advanced Advertising II	Modify Course
Mass Communication		MCM Social Media Minor	New Course
Government		PBA Prog	Modify Course
Lang, Cult & Comm	POR 131	Elementary Portuguese I	Modify Course
Lang, Cult & Comm	POR 131L	Elementary Portuguese I Lab	Delete Course
Lang, Cult & Comm	POR 132	Elementary Portuguese II	Modify Course
Lang, Cult & Comm	POR 132L	Elementary Portuguese II Lab	Delete Course
Government		Prelaw Minor	New Course
Government	PSC 200	Introduction to Politics	New Course
Government	PSC 211	Introduction to Pre-Law	New Course
Government	PSC 240	World Politics: Power & Money	New Course
Government	PSC 302	Topics in Dev of American Law	Delete Course
Government	PSC 303	Into to Political Science	Modify Course
Government	PSC 305	Appellate Advocacy I	Modify Course
Government	PSC 306	Political Parties/Interest Grp	Delete Course
Government	PSC 308	Contemporary Political Though	New Course
Government	PSC 313	State Governments	Modify Course
Government	PSC 314	Law & Politics	New Course
Government	PSC 316	Legal Research	New Course
Government	PSC 403	Constitution Law	Modify Course
Government	PSC 404	American Constitutional Law II	New Course
Government	PSC 405	Appellate Advocacy II	Delete Course
Government	PSC 411	Political Media Research	New Course
Government	PSC 415	Law & Society	New Course
Government	PSC 416	Law & Ethics	New Course
Government	PSC 449	Urban Affairs	Delete Course
Government	PSC 450	Urban Political Problems	Delete Course
Government		PSC Major	Modify Course
Government		PSC Minor	Modify Course
Psychology		PSY Major	Modify Course
Lang, Cult & Comm	SPA 131	Elementary Spanish I	Modify Course
Lang, Cult & Comm	SPA 131L	Elementary Spanish I Lab	Delete Course
Lang, Cult & Comm	SPA 132	Elementary Spanish II	Modify Course
Lang, Cult & Comm	SPA 132L	Elementary Spanish II Lab	Delete Course
Lang, Cult & Comm	SPA 330	His Hispanic Amer Culture	Modify Course

Lang, Cult & Comm	SPA 340	History of Spanish Culture	Modify Course
Social & Cul Analysis	ANT 277	Special Topics in Anthropology	Delete Course
Social & Cul Analysis	ANT 382	Area Studies in Anthropology	Modify Course
Social & Cul Analysis	SOC 310	Professional Seminar	Modify Course
Social & Cul Analysis	SOC 370	Social Gerontology	Modify Course
Social & Cul Analysis	SOC 430	Special Problems of Elderly	Modify Course
Social & Cul Analysis	SOC 466	Environmental Sociology	New Course
Social & Cul Analysis	SOC 495	Sociology Capstone	New Course
Social & Cul Analysis		SOC Prog	Modify Program
Social & Cul Analysis	SUS 300	Sustainability Literature	New Course
Social & Cul Analysis	SUS 350	Sustainable Comm. Assessment	New Course
Social & Cul Analysis		SUS Major	Modify Course
College of Education			
Department	Course Number	Name	Change Required
Elementary		ICM with EC6 Cert	Modify Course
Elementary		Read Spec Cert	Modify Course
Elementary		4-8 Social Studies	Modify Course
Elementary		4-8 Science	Modify Course
Elementary		4-8 Mathematics	Modify Course
Elementary		4-8 ELAR	Modify Course
Elementary		4-8 Generalist	Modify Course
Elementary		EC-6 Generalist	Modify Course
Elementary	ECH 350	Field Experience I fall 2014	New Course
Elementary	ELE 352	Current Issues/Proffesionalism	Modify Course
Elementary	ELE 450	EC-6 Practicum II	Modify Course
Elementary	RDG 350	EC-6 Practicum I	Modify Course
Elementary	RDG 398	Lit Needs for Diverse Learners	Modify Course
Elementary	RDG 415	Integrated Rdg Assess & Instr	Modify Course
Elementary	RDG 416	Rdg as a Language Process	Modify Course
Human Sciences	HMS 137	Principles of Food Science	Modify Course
Human Sciences	HMS 137L	Principles of Food Science Lab	Modify Course
Human Sciences	HMS 139	Management in Meal Production	Modify Course
Human Sciences	HMS 139L	Management in Meal Production Lab	Modify Course
Human Sciences	HMS 206	Fundamentals of Interior Design	Modify Course
Human Sciences	HMS 206L	Fundamentals of Interior Design Lab	Modify Course
Human Sciences	HMS 285	Garde Manger	New Course
Human Sciences	HMS 285L	Garde Manger Lab	New Course
Human Sciences	HMS 325	Culinary 1: Hot Food Prep (Fall 2013)	New Course
Human Sciences	HMS 325L	Culinary 1: Hot Food Prep Lab	New Course
Human Sciences	HMS 345	Baking, Pastry & Dessert	New Course
Human Sciences	HMS 385	Catering & Special Functions	New Course
Human Sciences	HMS 386	Health & Disability	New Course
Human Sciences	HMS 412	Commercial Design I	Modify Course
Human Sciences	HMS 412L	Commercial Design I Lab	Modify Course
Human Sciences	HMS 425	Adv. ID Graphic Visualization	Modify Course
Human Sciences	HMS 425L	Adv. ID Graphic Visualization Lab	Modify Course
Human Sciences	HMS 426	Field Experiences in HMS	Modify Course
Human Sciences	HMS138/HMS20	Change required courses / Add New Minor	NEW/DELETE
Human Sciences		Food, Nutrition and Dietetics	New Course
Human Sciences		Child Development & Family Living	Modify Course
Kinesiology	HSC 410	Public Hlth Theory & Research	New Course
Kinesiology	HSC 424	Multicultural Aspects	New Course

Human Services		MED Spec Ed Educational Diag	Modify Course
Human Services		MED Special Edication	Modify Course
Human Services		BSIS w/ concentration in Spec Ed Degree P	Modify Course
Human Services		School Psychology	Modify Course
Kinesiology		M.S. Degree Sub Kin552 for KIN552	Modify Course
Kinesiology		M.S. Degree; Change MS in KIN Spec name,	Modify Course
Kinesiology		All-level Teaching	New Course
Kinesiology		Health Science With EC 12 certification	Modify Course
Kinesiology		KIN/HSC Fitness & Human Performance	Modify Course
Kinesiology		Dance Degree non-Certification	Modify Course
Kinesiology		Dance with Certification	Modify Course
Kinesiology		Athletic Training	Modify Course
Kinesiology	KIN 205	Fire Arms Safety Training	New Course
Kinesiology	KIN 234	Innovative Games & Sports	Modify Course
Kinesiology	KIN 206	Basic Rifle Marksmanship	New Course
Kinesiology	KIN 424	Multicultural Aspects of Kin/HSC	New Course
Kinesiology	KIN 451	Fit Appraisal & Ex Presc	Modify Course
Kinesiology	KIN 467L	Exercise Test Field Clinic Lab	Delete Course
Kinesiology	KIN 467	Exercise Testing Field Clinical	Modify Course
Kinesiology	KIN 468	Exercise Psychology	Modify Course
Secondary Ed	MLG 401	Mid Level Learning Community Practicum	Modify Course
Secondary Ed	MLG 401P	Mid Level Learning Community	Modify Course
Secondary Ed	MLG 402	Learner Centered Middle School	Modify Course
Secondary Ed	MLG 403	Integrating Mid Grades Learn	Modify Course
Secondary Ed	MLG 403P	Integrating Mid Grades Learn Practicum	Modify Course
Secondary Ed	MLG 422	Science in Middle Grades	Modify Course
Secondary Ed	MLG 423	Social Studies in Mid Grades	Modify Course
Secondary Ed	MLG 424	Mathematics in Middle Grades	Modify Course
Secondary Ed		Secondary Education Minor	Modify Course
College of Business			
Department	Course Number	Name	Change Required
Accountancy	Program	Accounting (2015-2016)	Modify Course
Accountancy	ACC 231	Principles of Accounting	Modify Course
Business Comm & Legal Studies	Program	Business Regulation Minor	Modify Course
Business Comm & Legal Studies	Program	Professional Accountancy (2015-2016)	Modify Course
Business Comm & Legal Studies	BLW 350	Foundations of Business Regulations	New Course
Business Comm & Legal Studies	BCM 247	Business Communication	Modify Course
Business Comm & Legal Studies	GBU 485	Internship in General Business	Modify Course
Economics & Finance	Program	BBA Economics Major	Modify Course
Economics & Finance	Program	BBA Finance (2015-2016)	Modify Course
Economics & Finance	Program	BBA Finance Major (2014-2015)	Modify Course
Economics & Finance	Program	BBA Economics Major (2015-2016)	Modify Course
Economics & Finance	Program	Economics & Finance (2014-2015)	Modify Course
Economics & Finance	Program	BBA Finance Major	Modify Course
Economics & Finance	FIN 485	Intern Finance	Modify Course
Economics & Finance	ECO 485	Internship Economics	Modify Course
MMIB	Program	BBA General Business	Modify Course
MMIB	Program	BBA Business Comunication & Corporate E	Modify Course
MMIB	Program	BBA International Business (2015/2016)	Modify Course
MMIB	Program	BBA international Business (2014)	Modify Course
MMIB	Program	BBA Management (2014)	Modify Course
MMIB	Program	BBA Management (2015-2016)	Modify Course
MMIB	Program	BBA Marketing (2015-2016)	Modify Course

MMIB	MGT 380	Quantitative Management Method	Modify Course
MMIB	MGT 476	Internship in Management	Modify Course
MMIB	MKT 486	Internship in Marketing	Modify Course
College of Fine Arts			
Department	Course Number	Name	Change Required
Art		BA in Art History	Modify Course
Art		BA in Art	Modify Course
Art		BFA Art Education	Modify Course
Art		BFA Studio Art	Modify Course
Art	ART 448	Art Parallels in Media (fall 2014)	New Course
Art	ART 494P	Undergraduate Studio Seminar (fall 2014)	New Course
Art	ART 312	Photographic Lighting	Modify Course
Art	ART 395	Art Development I	Modify Course
Art	ART 490	Art Development II	Modify Course
Art	ART 499	Art Development III	Modify Course
Music	MUT 490	Recording Studio Operations	New Course
Music		BM Composition	Modify Course
Music		BM Choral/Keyboard all level Cert	Modify Course
Music		BM Elementary Music Ed all level Cert	Modify Course
Music		BM Instrumental with all level cert	Modify Course
Music		BM Pre-Cert Instrumental/Keyboard	Modify Course
Music		BM Pre-Cert Choral/Keyboard	Modify Course
Music		BM Pre-Cert Elementary Music	Modify Course
Music		BM Pre-Cert Pedagogy Keyboard	Modify Course
Music		BM Orchestral Instrument	Modify Course
Music		BM Keyboard Performance	Modify Course
Music		BM Voice Performance	Modify Course
Music		BM Sound Recording Technology	Modify Course
Theatre		BA Theatre Education all level cert	Modify Course
Theatre		BA Theatre	Modify Course
Theatre		BFA Acting & Directing	Modify Course
Theatre		BFA Stage Management	Modify Course
Theatre		BFA Theatre Tech & Design	Modify Course
College of Forestry & Agriculture			
Department	Course Number	Name	Change Required
Forestry		BA in Forestry	Modify Course
Forestry	FOR 111	Intro to Forestry	Modify Course
Forestry	FOR 219	Dendrology	Modify Course
Forestry	FOR 240	Wood Science	Modify Course
Forestry	FOR 310	Field Silviculture	Modify Course
Forestry	FOR 323	Land Measurement	Modify Course
Forestry	FOR 325	Timber Cruising	Modify Course
Forestry	FOR 329	Havesting & Processing	Modify Course
Forestry	FOR 335	Non-Timber Resources Mgmt	Modify Course
Forestry	FOR 336	Field Wildlife Techniques	Modify Course
Forestry	FOR 347	Silviculture	Modify Course
Forestry	FOR 427	Regional Silviculture	Modify Course
Forestry	FOR 458	Forest Resource Mgmt	Modify Course
Forestry	GIS 425P	Mobile & Field GIS Practicum	Modify Course
Agriculture		BA in Ag Engineering Technology	Modify Course
Agriculture	ANS 220	Intermediate Horsemanship (fall 12014)	New Course
Agriculture	ANS 242	Equitation	Modify Course

Agriculture	ANS 280	Advanced Horsemanship (fall 2014)	New Course
Agriculture	ANS 401	Equine Equipment (fall 2014)	New Course
College of Sciences & Mathematics			
Department	Course Number	Name	Change Required
Biology	BIO 121	Concepts of Biology	Modify Course
Biology	BIO 121L	Concepts of Biology Lab	Modify Course
Biology	BIO 123	Human Biology	Modify Course
Biology	BIO 123L	Human Biology Lab	Modify Course
Biology	BIO 125	Intro to Ecology & Evolution fall 2014	New Course
Biology	BIO 125L	Intro Ecology Evolution Lab fall 2014	New Course
Biology	BIO 131	Principles of Botany	Modify Course
Biology	BIO 131L	Principles of Botany Lab	Modify Course
Biology	BIO 133	Principles of Zoology	Modify Course
Biology	BIO 225	Local Flora	Modify Course
Biology	BIO 225L	Loacal Flora Lab	Modify Course
Biology	BIO 238	Human Anat & Phys I	Modify Course
Biology	BIO 238L	Human Anat & Phys I Lab	Modify Course
Biology	BIO 351	Plant Kingdom	Modify Course
Biology	BIO 351L	Plant Kingdom Lab	Modify Course
Computer Science	CSC 201	Intro to Computer Programming	Modify Course
Computer Science	CSC 351	Internet Programming Concepts	Modify Course
Computer Science	CSC 353	System Administration	Modify Course
Computer Science	CSC 455	Enterprise Security	Modify Course
Geology	GOL 101L	Fundamentals Earth Science Lab	New Course
Geology	GOL 131	Introductory Geology	Modify Course
Geology	GOL 131L	Introductory Geology Lab	Modify Course
Geology	GOL 132	The Earth Through Time	Modify Course
Geology	GOL 132L	The Earth Through Time Lab	Modify Course
Geology	Program	Geology General Track	Modify Course
Geology	Program	Geology Environmental Track	Modify Course
Mathematics	MTH 233L	Calculus I Lab	New Course
Physics	PHY 100L	Physics in Society Lab	New Course
Physics	PHY 100	Physics in Society Lecture	New Course
Physics	PHY 108L	Intro to Engineering/Physics	Modify Course
Physics	PHY 108L	Intro to Eng/PHY Lab	New Course
Physics	PHY 118	Musical Acoustics	Modify Course
Physics	PHY 118L	Musical Acoustics Lab	Modify Course
Physics	ENV 110	Intro to Environmental Science	Modify Course

GRADUATE COURSE AND PROGRAM CHANGE PROPOSALS
2014

College of Liberal and Applied Arts			
Department	Course	Name	Change Required
Mass Communication	COM 500	Communication Research Methods	Modify
Mass Communication	COM 501	Quantitative Methods in Communication	Add
Mass Communication	Program	Communication	Modify
English	ENG 535	Teaching Literature	Add
English	ENG 550	Comtemporary Childrens Lit	Add
English	ENG 551	Special Topics: Childrens Lit	Add
English	ENG 552	Teaching Childrens Lit	Add
English	ENG 553	The Golden Age	Add
English	ENG 554	Critical Theory in Child Lit	Add
English	ENG 556	Young Adult Lit	Add
English	ENG 569	Distinguished Writer Seminar	Add
English	ENG 582	Bibliography & Research Method	Delete
English	ENG 588	Comprehensive Exam Prep	Add
English	Program	ENG Conc.	Add
Government	PSC 575	Advanced Graduate Studies	Delete
Government	PSC 576	Advanced Graduate Studies	Delete
Government	PSC 589	Thesis Research	Delete
Government	PSC 590	Thesis Writing	Delete
Psychology	PSY 500	Psychology Proseminar	Modify
Psychology	PSY 501	Design & Analysis I	Modify
Psychology	PSY 507	Design & Analysis II	Modify
Psychology	PSY 516	Decision Making	Add
Psychology	PSY 526	Adv Developmental Psychology	Add
Psychology	PSY 534	Adv Applied Psychology	Add
Psychology	PSY 535	Adv Tests & Measurement	Add
Psychology	PSY 539	Human Factors Engineering	Add
Psychology	PSY 561	Advanced Social Psychology	Add
Psychology	PSY 585	Graduate Research Seminar	Modify
Psychology	PSY Prog		Modify
Soc & Cul Analysis	Program	SUS. Certification	Add
Social Work	SWK Prog		Modify
Social Work	SWK 514	Adv Standing Seminar	Modify
College of Fine Arts			
Department	Course	Name	Change Required
Art	Program	MA Art Education (Research)	Modify
Art	Program	MA Art Education (Studio)	Modify
Art	ART 513	Feature Production I	Modify
Art	ART 514	Feature Production II	Modify
Art	ART 508	Practicum in Artistic Creativity	Modify

College of Education			
Department	Course	Name	Change Required
Elementary Education	Program	Certification Masters with EC-6 Cert	Modification
Elementary Education	Program	Certification Elementary Education Maste	Modification
Elementary Education	RDG 532	Practicum in Professional Lrn	Add
Elementary Education	RDG 534	Practicum in Corrective Rdg	Modify
Elementary Education	AED 517	Supervision of Instruction	Delete
Human Sciences	HMS 531	Supervised Practice	Modify
Human Services	SPE 565	Educational Programming Autism	Delete
Human Services	SPE 568	Seminar in Special Education	Delete
Human Services	COU 520	Introduction to Counselling	Modify
Human Services	COU 539	Clinical Mental Health Counseling	Modify
Human Services	EPS 672	Adv. Neuropsychological Access	Add
Human Services	EPS 585	Adv. Human Growth & Develop	Delete
Human Services	EPS 555	Practicum/Diagnostic Eval	Modify
Human Services	EPS 563	Individual Case Consultation	Modify
Human Services	Program	Certification M.Ed Special Ed with Ed Diag	Modification
Human Services	Program	M.Ed in Special Education	Modification
Human Services	Program	Cognate School Psychology Degree	Modification
Kinesiology	Program	M.S. Degree Kinesiology	Modification
Kinesiology	Program	M.S. Degree Kinesiology Behavioral Medic	Modification
Kinesiology	Program	M.S. Athletic Training	Modification
Kinesiology	KIN 567	Behavioral Medicine	Add
Kinesiology	KIN 545	Current Trends & Issues Phy Ed	Modify
Kinesiology	KIN 550	Intro Research Hlth & Phy Ed	Modify
Kinesiology	KIN 560	Biomechanics	Modify
Kinesiology	KIN 585	Research Stat Analysis Hlth PE	Modify
College of Sciences & Mathematics			
Department	Course	Name	Change Required
Computer Science	CSC 503	Decision Support Sofwar Appl	Modify
Computer Science	CSC 560	Teleprocessing & Data Comm	Modify
Biology	BIO 590	Thesis Writing	Modify
College of Forestry			
Department	Course	Name	Change Required
Forestry	FOR 528	Regional Silviculture	Modify
Forestry	FOR 586P	Advanced Mammology Practicum	Modify

COURSE FEE REQUESTS					
Presented at April Board Meeting 2014 for 2014/2015					
College of Education					
Department	**Course #**	**Section**	**Course Name**	**Present**	**Proposed**
Elementary Education	ELE 441		Student Teaching in the Elementary	0	100
Elementary Education	ELE 555		Student Teaching in the Elementary	0	100
Human Sciences	HMS 285		Garde Manger	0	100
Human Sciences	HMS 325		Culinary 1: Hot Food Prep and Pres.	0	130
Human Sciences	HMS 345		Baking. Pastry, and Desserts	0	130
Human Services	EPS 544		Psychoeducational Assessment	75	100
Human Services	EPS 545		Individual Intelligence Test	75	100
Human Services	EPS 563		Individual Case Consultation	0	100
Human Services	EPS 565		School Psychology	0	100
Human Services	EPS 668		Child and Family Assessment	0	100
Human Services	EPS 685		Child and Adolescent Psychopathol	0	100
Human Services	SPE 461		Practicum in Special Education	25	50
Human Services	SPE 561		Educating students with physical an	25	50
Human Services	SPE 443		Students Teaching in Special Educat	0	100
Kinesiology & Health Sci	KIN 116		Scuba Diving	190	225
Kinesiology & Health Sci	KIN 357		Prevention & Care of Injuries	0	18
Secondary Education	AED 554	020 only	Practicum for School Principals	100	100
Secondary Education	SED 372	0.001	Reading and Information Literacy	0	40
Secondary Education	SED 372	002-004	Reading and Information Literacy	20	40
Secondary Education	SED 442		Student Teach in a Secondary Learn	0	100
Secondary Education	SED 544		Clinical Exper in Curriculum & Instr	0	100
Kinesiology & Health Sci	KIN 521		Athletic Training Clinic I	30	80
Kinesiology & Health Sci	KIN 531		Therapeutic Modalities	30	30
Kinesiology & Health Sci	KIN 532		Evaluation Techniques for the lowe	30	30
Kinesiology & Health Sci	KIN 533		Evaluation Techniques for the uppe	30	30
Kinesiology & Health Sci	KIN 536		Therapeutic Rehabilitaiton	30	30
College of Forestry					
Department	**Course #**	**Section**	**Course Name**	**Present**	**Proposed**
Environmental Science	ENV 110		Intro to Environmental Science	20	28
Environmental Science	ENV 412		Environmental Hydrology	10	22
Environmental Science	ENV 470		Senior Seminar	0	33
Environmental Science	ENV 512		Environmental Hydrology	10	22
Forestry	FOR 219		Dendrology	17	42
Forestry	FOR 240		Wood Science	5	12
Forestry	FOR 347		Silviculture	30	72
Forestry	FOR 443		Weather and Climate	20	30
Forestry	FOR 464	201	Field Ecology Appalachian Trip	0	620
Forestry	FOR 564	201	Field Ecology Appalachian Trip	0	620
Forestry	FOR 486		Mammalogy	0	31
Forestry	FOR 586		Advanced Mammalogy	0	31
Forestry	GIS 425		Mobile and Field GIS	0	25
Forestry	GIS 525		Mobile and Field GIS	0	30

College of Science & Math					
Department	**Course #**	**Section**	**Course Name**	**Present**	**Proposed**
Biology	BIO 125L		Principles of Ecology and Evolution	0	30
Geology	GOL 338		Structural Geology	200	200
Nursing	NUR 305		Introduction to Nursing	0	19
Nursing	NUR 306		Baisc Nursing Care of the Adult Clie	150	145
Nursing	NUR 307		Assessment Across Lifespan	85	130
Nursing	NUR 330		Nursing Care of Young Adult to Elde	75	150
Nursing	NUR 331		Nursing Care of Young Adult to Elde	65	90
Nursing	NUR 332		Nursing Care in the Promotion of M	15	58
Nursing	NUR 406		Nursing Care of Clients with Comple	85	119
Nursing	NUR 407		Nursing Care of Woman and Childre	60	101
Nursing	NUR 408		Nursing Care of Clients with Comple	45	84
Nursing	NUR 431		Care of Community Popluations	115	204
Nursing	NUR 432		Leadership and Coordination of Nus	50	83
Nursing	NUR 433		Nursing Capstone	115	229
Nursing	NUR 434		Professional Transition I	50	27
Nursing	NUR 435		Professional Transition II	0	27
Nursing	NUR 436		RN-BSN Pharmacology	26	53
Nursing	NUR 437		RN-BSN Health Assessement	26	53
Nursing	NUR 439		RN-BSN Research and Application	0	27
Nursing	NUR 440		RN-BSN Care of Community Populat	26	53
Nursing	NUR 441		RN-BSN Leadership	71	53
Nursing	NUR 475		Special Problems	30	57
College of Fine Arts					
Department	**Course #**	**Section**	**Course Name**	**Present**	**Proposed**
Art	ART 270		Advertising Design 1	45	80
Art	ART 470		Advanced Adervtising Design	50	80
Art	ART 471		Typography	50	80
Art	ART 472		Illustration	50	80
Art	ART 479		AAF Campaign	50	200
Art	ART 480		Modern Art	35	20
Art	ART 487		American Art	35	20
Art	ART 515		Graduate Color Theory	0	80
Art	ART 570		Graduate Advertising design	50	80
Art	ART 571		Graduate Typography	50	80
Art	ART 572		Graduate Illustration	50	80
Art	ART 579		Graduate AAF Campaign	0	200
Music	MUT 325		Music Industry	0	150
Music	MUT 312		Live Audio Engineering	70	150
Music	MUT 360		Commercial Recording & Comp	90	150
Music	MUT 350		Multimedia Sound Techniques	90	150
Music	MUT 305		Advanced Microphone Techniques	90	175
Music	MUT 205		Microphone Techniques	90	175
College Liberal and Applied Arts					
Department	**Course #**	**Section**	**Course Name**	**Present**	**Proposed**
Lang, Cultures, & Com	FRE 131		Elementary French	NA	35

Lang, Cultures, & Com	FRE 132		Elementary French II	NA	35
Lang, Cultures, & Com	FRE 231		Intermediate French I	NA	35
Lang, Cultures, & Com	GER 131		Elementary German I	NA	35
Lang, Cultures, & Com	GER 132		Elementary German II	NA	35
Lang, Cultures, & Com	GER 231		Intermediate German I	NA	35
Lang, Cultures, & Com	POR 131		Elementary Portuguese I	NA	35
Lang, Cultures, & Com	POR 132		Elementary Portuguese II	NA	35
Lang, Cultures, & Com	POR 231		Intermediate Portuguese I	NA	35
Lang, Cultures, & Com	SPA 131		Elementary Spanish I	NA	35
Lang, Cultures, & Com	SPA 132		Elementary Spanish II	NA	35
Lang, Cultures, & Com	SPA 231		Intermediate Spanish I	NA	35
Lang, Cultures, & Com	GEO 443		Meteorology	0	30

5-Mar-14

Stephen F. Austin State University
Room and Board Rates for 2014-2015

Appendix 3

Residence Hall Rates	Fall or Spring Rate	Summer 1 or 2 Rate
Hall 5	$2,056	
Hall 7	$1,845	
Hall 9 and 12	$2,076	
Hall 17	$2,331	
Hall 20	$2,451	
Hall 10,11,15,18	$1,827	
Hall 14 and 16	$1,895	
Lumberjack Landing	$3,083	
Lumberjack Lodge 4 br	$3,528	
Lumberjack Lodge 2 br	$3,746	
Lumberjack Village (Building 1) quads	$2,746	
Lumberjack Village (Buildings 1 & 2) 2br	$3,746	
Lumberjack Village (Buildings 1 & 2) 1 br	$4,613	
Lumberjack Village (Building 3) 2br	$4,201	
Lumberjack Village (Building 3) 1 br	$5,006	
University Woods 1 br	$3,470	
University Woods 2 br	$2,852	
Summer Hall - To be determined		$609

Meal plans (rates include sales tax)

Campus Resident	7/14 w/$125 $1,596	7/20 w/$50 $1,596	210 Block w/$75 $1,596
Commuter	5/5 w/$50 $628	50 Block w/$50 $400	25 Block w/$100 $286
Summer Resident	7/14 w/$75 $593	7/20 w/$50 $737	
Summer Commuter	50 Block w/$50 $400	25 Block w/$100 $286	

Combined Room and Board

	Fall and Spring Semester			Summer 1 or 2 Semester	
Residence Hall	w/7 Day 14 Meals	w/7 Day 20 Meals	w/210 Block	w/7 Day 14 Meals	w/7 Day 20 Meals
5 Wisely Hall	$3,652	$3,652	$3,652		
7 Todd Hall	$3,441	$3,441	$3,441		
9 North Hall	$3,672	$3,672	$3,672		
10 Hall 10	$3,423	$3,423	$3,423		
11 Mays Hall	$3,423	$3,423	$3,423		
12 South Hall	$3,672	$3,672	$3,672		
14 Hall 14	$3,491	$3,491	$3,491		
15 Griffith Hall	$3,423	$3,423	$3,423		
16 Hall 16	$3,491	$3,491	$3,491		
17 Steen Hall	$3,927	$3,927	$3,927		
18 Kerr Hall	$3,423	$3,423	$3,423		
20 Hall 20	$4,047	$4,047	$4,047		
Lumberjack Landing	$4,679	$4,679	$4,679		
Lodge 4br	$5,124	$5,124	$5,124		
Lodge 2br	$5,342	$5,342	$5,342		
Village quads	$4,342	$4,342	$4,342		
Village (1 & 2) 2br	$5,342	$5,342	$5,342		
Village (1 & 2) 1br	$6,209	$6,209	$6,209		
Summer Hall				$1,202	$1,346

Students living in the halls listed above are required to have a board plan
Rates above include sales tax for Board

Barnes and Noble Booksellers, Inc.
Major Substantive Elements
For Renewal Contract

Renewal Term:

July 16, 2014 until July 15, 2019

Annual Commission to University:

Tier 1	10.5%	of all gross sales from $0 – $4,000,000
Tier 2	12.5%	of all gross sales from $4,000,000 – $5,000,000
Tier 3	13.5%	of all gross sales over $5,000,000

Minimum Guaranteed Annual Commission:

$370,000

The guaranteed annual commission in years 2 - 5 of this agreement will be an amount equal to ninety percent (90%) of the calculated commission on gross sales of the immediately preceding year.

Additional Payments above Commission:

Annual Scholarships Funded	$ 6,000
Annual Marketing Fund	$10,000
Annual Facilities Investment	$10,000
Annual Unrestricted Donation	$50,000

One-Time Payment upon Renewal:

$400,000

Report to the Board of Regents – April 2014

Grants[1] awarded between January 4, 2014 and March 19, 2014

Total New Current Year Awards (this period) – *as of March 19, 2014*		
Subtotal direct federal	**$**	**0**
Subtotal federal pass-through	**$**	**138,565**
Subtotal state and state pass-through	**$**	**37,500**
Subtotal private entity and local government	**$**	**221,487**
Total awards (all years) for new awards (this period)	**$**	**471,909**
Total awards (all years) for continuing grants (this period)	**$**	**626,799**

Federal Pass Through

****Bottomland Hardwood Restoration and Enhancement in Degraded River Basins***

FY 2014 Award: $ 97,617
Total Award: $ 249,748
Sponsor: Texas Parks and Wildlife (U.S. Dept. of the Interior)
Term (this action): February 24, 2014 – August 31, 2017
Description: *The objective of this study is to conduct a four-year seedling survival experiment, examine the influence of introduced and native wildlife on survival rates, and to develop demonstration areas and guidance on restoration of native oak and hickory species the Blackland Prairie and Post Oak Savannah ecoregions.* **PI/PD**: Drs. Jeremy Stovall, Hans Williams, and Christopher Comer, Department of Forestry

****AHEC Marketplace Project: Health Professionals and the Health Insurance Marketplace***

FY 2014 Award: $1,500
Total Award: $1,500
Sponsor: National AHEC Organization (U.S. Dept. of Health/Human Svs.)
Term (this action): February 11, 2014 – September 15, 2014
Description: *These funds are to provide continuing education to staff and health professionals on Health Insurance Marketplaces.* **PI/PD:** Mark Scott, AHEC East Piney Woods Region, College of Sciences & Mathematics

****Riders on the Orphan Train (awarded to the SFA Charter School PTO)***

FY 2014 Award: $500
Total Award: $500
Sponsor: Humanities Texas (National Endowment for the Humanities)
Term (this action): February 1, 2014 – March 31, 2014
Description: *The purpose of this grant is to provide a multi-media presentation to Charter School students that tells the story of orphans put on trains in New York from 1845-1929.* **PI/PD:** Mrs. Lysa Hagan, SFA Charter School, Department of Elementary Education

**New awards*

[1]*For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.*

Report to the Board of Regents – April 2014
Grants[1] awarded between January 4, 2014 and March 19, 2014

Previously Described

State View Program Development and Operations for the State of Texas
FY 2014 Award: $ 23,673 *(award renewal)* Total Award: $23,673

Educational Approach to Increase Respiratory Use among Broiler Chicken Workers
FY 2014 Award: $12,275 (*additional award)* Total Award: $33,839

Geriatric Education Center (GEC) Consulting and Research
FY 2014 Award: $3,000 (*award renewal)* Total Award: $3,000

***Subtotal Current Year Awards (this report)* = $138,565**
***Subtotal New Federal Pass-through Awards (total award)* = $278,421**

State and State Pass-through Awards

Evaluation of an In-vessel Composting System as an Alternative for Poultry Mortality
FY 2014 Award: $12,500
Total Award: $12,500 (Grant)
Sponsor: Texas State Soil and Water Conservation Board
Term (*this action):* January 22, 2014 – August 31, 2014
Description: *Funds will be used to demonstrate composting techniques and procedures to the poultry industry.* **PI/PD:** Dr. Joey Bray, Department of Agriculture

Cost Effectiveness of a Common Application Form for Nursing
FY 2014 Award: $5,000
Total Award: $5,000 (Grant)
Sponsor: Texas Higher Education Coordinating Board
Term (*this action):* February 1, 2014 – June 30, 2014
Description: *Funds will be used for travel to state-level meetings to participate in a process to determine the adoption of a common nursing application form.* **PI/PD:** Dr. Tammy Harris, DeWitt School of Nursing

Previously Described

JAMP Camp 2014
FY 2014 Award: $20,000 *(award renewal)* Total Award: $20,000

***Subtotal Current Year Awards (this report)* = $37,500**
***Subtotal New State and State Pass-through Awards (total award)* = $37,500**

Private Entity and Local Government Awards

**New awards*
[1]*For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.*

Report to the Board of Regents – April 2014

Grants[1] awarded between January 4, 2014 and March 19, 2014

Avian Diversity of Early to Mid-rotation Eucalyptus benthamii Plantations in LA and TX

FY Award: $18,863
Total Award: $82,924 (Memorandum of Agreement)
Sponsor: National Council for Air and Stream Improvement
Term (*this action):* January 1, 2014 – December 31, 2016
Description: *This project will assess the diversity and abundance of breeding bird communities in recently planted eucalyptus plantations in southeastern Texas and southwestern Louisiana.* **PI/PD:** Dr. Christopher Comer, Department of Forestry

Green Mountain Energy Sun Club Solar Array (awarded to the SFA Foundation)

FY Award: $30,000
Total Award: $30,000 (Construction Grant)
Sponsor: Green Mountain Energy Sun Club
Term (*this action):* December 17, 2013 – August 31, 2014
Description: *Funds will be used to install a solar generation system on the Ina Brundrett Conservation Education Building located at the Pineywoods Native Plant Center*. **PI/PD:** Ms. Elyce Rodewald, SFA Gardens, Department of Agriculture

Phase II: Tree Shelter Study and Vegetation Modeling – Colona Thread Protector Site

FY 2014 Award: $10,091
Total Award: $23,064 (Contract)
Sponsor: SE Technologies, LLC
Term (*this action):* February 1, 2014 – May 31, 2015
Description: *The purpose of these funds is to monitor tree revegetation and survivability in land south of the former Colona Thread Protector Facility.*
PI/PD: Dr. Kenneth Farrish, Division of Environmental Science and Dr. Hans Williams, Department of Forestry

Texas Runaway Slave Digital Project (awarded to the SFA Foundation)

FY Award: $10,000
Total Award: $10,000 (Grant)
Sponsor: Summerlee Foundation
Term (*this action):* February 13, 2014 – February 12, 2014
Description: *This grant will help research slavery in Texas using a digital collection of extant runaway slave advertisements, articles and capture notices from surviving Texas newspapers published through 1865.* **PI/PD:** Mr. Kyle Ainsworth and Mr. Dillon Wackerman, Ralph W. Steen Library

**New awards*

[1]For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.

Report to the Board of Regents – April 2014

Grants[1] awarded between January 4, 2014 and March 19, 2014

Freedom across the Fifty States: Prosperity, Mobility and Well-being

FY Award: $5,000
Total Award: $5,000 (Grant)
Sponsor: Charles G. Koch Foundation
Term (*this action):* January 13, 2014 – February 12, 2014
Description: *This grant provides funds for an analysis of state-level data on the impact of political, civil, and economic freedoms on well-being, economic mobility, and income equality across the United States over the past ten years.* **PI/PD:** Dr. Michael Stroup, Department of Economics and Finance

Behavioral Mechanisms of Hybridization between the Invasive Cyprindon variegatus and the Endemic Cyprindodon rubrofulviatilis

FY 2014 Award: $3,000
Total Award: $3,000 (Grant)
Sponsor: George Maier Fund, American Killifish Association
Term (*this action)* May 1, 2014 – December 31, 2014
Description: *The purpose of this award is to test multiple mechanisms underlying the breakdown of reproductive isolation between pupfish species and to test the role of ecological variables in facilitation hybridization between pupfish species.*
PI/PD: Dr. Jennifer Gumm, Department of Biology

Houston Regional HIV/AIDS Evaluation Project

FY Award: $2,000
Total Award: $2,000 (Contract)
Sponsor: Houston Regional HIV/AIDS Resource Group
Term (*this action):* December 13, 2013 – December 31, 2014
Description: *The purpose of this award is to enter, analyze, and report data from the 2013 Rural Eastern HASA HIV Needs Assessment.* **PI/PD:** Dr. Freddie Avant, School of Social Work

Previously Described Awards

Establishing Earthworms on Reclaimed Lignite Mine Soils in East Texas

FY 2014 Award: $55,133 (*additional award*) Total Award: $237,160

Beaumont Foundation of America Scholarships

FY 2014 Award: $55,000 (*additional award*) Total Award: $222,500

Energy, Economics, and the Environment Graduate Course

FY 2014 Award: $30,000 (*additional award*) Total Award: $120,000

Nacogdoches Medical Center Apartment Agreement

FY 2014 Award $2,400 (*additional award)* Total Award: $13,300

**New awards*

[1]*For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.*

Report to the Board of Regents – April 2014

Grants[1] awarded between January 4, 2014 and March 19, 2014

***Subtotal Current Year Awards (this report)* = $221,487**
***Subtotal New Private and Local Government Awards (total award)* = $155,988**

Note: *Amounts are based on award notices as they are received from the funding entity, not on expenditures or balances in funds/accounts. To reflect the approximate availability of funds in a given fiscal year, some current year awards are estimates based on the total amount awarded spread over the award period.*

**New awards*

[1]*For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.*

Policies for Board Review
April 15, 2014

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Academic Advising for Undergraduate Students	6.2	ASA	Degree plans should be filed after 45 SCH.	P-5
Academic Probation, Suspension and Reinstatement for Undergraduates	6.4	ASA	Minor wording changes.	P-7
Administrative Evaluation of Adjunct Faculty Performance	7.5	ASA	Minor wording changes.	P-9
Budget Change and Additional Appropriation	3.4	F&A	Policy to be deleted.	P-10
Budget Control	3.5	F&A	Policy to be deleted.	P-11
Concurrent and Dual Credit Enrollment Programs	6.9	ASA	Scores on PSAT may be submitted for submission.	P-12
Course Contact Hours	5.4	ASA	Policy title changed. Major rewrite.	P-13

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Delegated Purchasing Authority	17.5	F&A	Purchases associated with grants may be made if contract is in process.	P-15
Departmental Budgeting and Accounting Responsibilities	3.9	F&A	Budget changes can be requested when actual revenue exceeds estimated. Authorization for budget changes described.	P-18
Developmental Education and Texas Success Initiative	9.8	ASA	Major rewrite.	P-20
Driver Certification	13.7	B&G	Policy to be deleted. Content incorporated into policy 13.23.	P-25
Drug and Alcohol Testing	11.6	ASA	Removed coaches from requirements. Post-accident screening procedures described.	P-26
Employee Terminations and Transfers	11.10	ASA	Minor updates.	P-32
Establishing Centers, Institutes and Specialized Testing or Service Laboratories	5.10	ASA	Existing centers without recognition must submit proposal for approval.	P-34
Fixed Rate Tuition Plan	NEW	F&A	New policy.	P-36

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Longevity Pay/Hazardous Duty Pay	12.13	ASA	Reviewed with no changes.	P-38
Moving Expenses	3.23	ASA	Minor wording changes.	P-39
Parking and Traffic Regulations	13.14	ASA	Dates and fees updated.	P-40
Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs	4.8	ASA	Minor wording changes.	P-67
Purchase of Used Equipment or Supplies	17.18	F&A	Policy title changed. Reorganization of content.	P-68
Receipts and Deposits	3.26	F&A	Limits on nonemployees accepting funds.	P-70
Returned Payments	3.27	F&A	University may withhold payments due to a terminating employee for amounts owed.	P-79
Scholarship Disbursement	6.17	ASA	Minor wording changes.	P-81

Policy Name	Policy Number	BOR Cte	Action/Change	Page
Selective Service Registration	11.26	ASA	Minor wording changes.	P-83
Student Evaluation of Instruction	7.27	ASA	Minor wording changes.	P-85
Student Organization Formation	10.9	ASA	Four designations defined. Exception included for relationship with certain organizations.	P-86
Training and Certification of University Vehicle Operators	13.23	B&G	Content from policy 13.7 incorporated.	P-90
University Website	15.10	ASA	Title and name updates	P-94
Vacation Leave	12.21	F&A	Minor wording changes.	P-98
Vehicle Repair and Maintenance	16.34	B&G	Penalty added for late reports.	P-100

Academic Advising for Undergraduate Students

Original Implementation: October 31, 2000
Last Revision: ~~October 18, 2010~~ *April 15, 2014*

Each academic unit ~~shall~~*will* provide *systematic and effective advising for* all its undergraduate students.~~, both full-time and part-time, with a systematic and effective advising program.~~ An advising session is mandatory for undergraduate students prior to registration for courses in the following situations:

- Each semester for students with fewer than 60 earned hours of credit
- Each semester for students on academic probation
- Annually for students with 60 or more earned hours of credit.

Students retain the right to be advised more frequently. Individual academic units may ~~specify additional requirements that could~~ require students to participate in mandatory advising. Students *are required to declare a major and*~~should be advised that~~ *file* an official degree ~~plan should be filed once 90~~ *plan no later than the end of the semester following the completion of 45 hours*.~~hours of credit are earned.~~

The responsibilities of the academic advisor ~~shall~~*will* include, but are not limited to, informing advisees of the following:

- ~~•~~ Short- and long-term plans to accomplish educational objectives
- ~~•~~ Program options that match a student's goals, interests, and abilities
- ~~•~~ ~~Academic regulations and procedures~~
- ~~•~~ Information about degree requirements, such as the core curriculum, major-specific courses, course sequencing, minimum grade-point averages, removal of withheld grades, and time limits for completion of degree programs
- ~~•~~ University requirements, such as minimum course load for full-time classification, repeat courses on grade-~~-~~point average, timetable for dropping courses, and residency requirements
- ~~•~~ Deadlines to submit degree and graduation plans.

During each registration period, academic units must provide daily advising opportunities. Academic advising ~~programs~~ for undergraduate students must be annually evaluated as part of the unit assessment process.

Cross Reference: General Bulletin, Student Handbook, *Tex. Educ. Code § 61.077*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

Academic Probation, Suspension and Reinstatement for Undergraduates

Original Implementation: January 30, 1981
Last Revision: ~~April 19, 2011~~*April 15, 2014*

Good Standing

A student must maintain a minimum cumulative grade point average of 2.0 to remain in good academic standing.

Academic Probation

A student is placed on academic probation after the first regular semester in which the cumulative GPA falls below 2.0. Students on academic probation whose semester GPA is 2.0 or higher will be allowed to continue on academic probation until the cumulative GPA is 2.0 or higher. Academic probation will continue until the student achieves good standing or is placed on academic suspension.

Academic Suspension

A student on academic probation ~~shall~~*will* be placed on academic suspension if the student's semester GPA falls below 2.0.

Reinstatement
A student on academic suspension may be allowed to continue in the university through any of the following procedures:

- Meet conditions established by the student's dean; or
- ~~After the first academic suspension, b~~*B*e reinstated on academic probation automatically after one regular semester's absence from the university. Following a second or subsequent academic suspension *and absence from the university for two regular semesters,* be reinstated *automatically* on *probation*~~academic probation automatically after an absence from the university of two regular semesters~~. Summer terms are exempt from periods of academic suspension. *Automatic reinstatement will not occur if the student takes courses elsewhere and fails to attain a GPA of 2.0 for those courses*; or,
- After the first academic suspension, attend summer school at Stephen F. Austin State University and either raise the cumulative GPA to 2.0 or above or obtain a GPA of 2.0 or above for at least nine (9) semester credit hours in courses specified by the student's dean.

Change of Major

Students on academic probation or *suspension*~~students who have been on academic suspension~~ may change majors with approval from their current and receiving deans.

Cross Reference: General Bulletin, Faculty Handbook, Student Handbook and Activities Calendar

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Administrative Evaluation of Adjunct Faculty Performance

Original Implementation: December 17, 2010
Last Revision: ~~None~~*April 15, 2014*

Stephen F. Austin State University recognizes that faculty performance should be regularly and systematically evaluated. Adjunct faculty administrative evaluations should be used when considering reappointment.

~~**Faculty Evaluation**~~

Adjunct faculty members ~~shall~~*will* be evaluated annually for their performance of assigned duties, which will include teaching and may include other activities. For the evaluation, the academic unit ~~chair/director~~*head* will review student evaluations of teaching and ~~gather and review all available information and~~ *all* material relevant to the performance of the adjunct faculty member.

The academic unit ~~chair/director~~*head* ~~shall~~*will* review ~~with each adjunct faculty member the information being considered and the administrative~~*the* evaluation *with each adjunct faculty member and provide a copy to the dean and faculty member*. ~~A copy of the administrative evaluation shall be provided to the adjunct faculty member. After the administrative reviews are completed, the chair/director may meet with the college dean to review adjunct faculty evaluations.~~

Adjunct faculty members are not eligible for merit pay increases.

Cross Reference: Faculty Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Adjunct Faculty Administrative Evaluation Form (available online from the Office of the Provost)

Board Committee Assignment: *Academic and Student Affairs*

~~**Budget Change and Additional Appropriation**~~ POLICY TO BE DELETED

~~**Original Implementation:** Unpublished~~
~~**Last Revision:** January 25, 2011~~

~~A budget change may be requested if an income account's actual revenue exceeds its revenue estimate. When this occurs a department may request a budget revision to increase its revenue estimate and expenditure budget. All budget changes in excess of $10,000 require approval of the vice president for finance and administration and the president, and budget changes in excess of $100,000 require approval of the Board of Regents.~~

~~The appropriate document must be completed by the originator and approved at appropriate division levels. After division approval, the form will be sent to the budget office. The request will be reviewed, and if appropriate, approved and recorded. If additional information is needed, the originating department will be contacted.~~

~~Account managers should verify that the transaction has been recorded in the accounting system.~~

~~**Cross Reference:** None~~

~~**Responsible for Implementation:** Vice President for Finance and Administration~~

~~**Contact for Revision:** Vice President for Finance and Administration~~

~~**Forms:** SFA FormsServer (Budget Office Transaction Request)~~

~~**Board Committee Assignment:** Finance and Audit~~

~~**Budget Control**~~ POLICY TO BE DELETED

~~**Original Implementation:** January 25, 2000~~
~~**Last Revision:** July 17, 2012~~

~~The primary responsibility for budget control resides with each account manager. Secondly, the department head or supervisor of each account manager is responsible for requiring sound budget practices.~~

~~The budget office will monitor current and plant funds accounts, excluding restricted contract and grant funds within the current funds category. If a department's expenditures exceed its budget, the budget office will notify the department to process a budget transfer, fund transfer, or expenditure transfer.~~

~~The university's financial system provides a budget check for funds during the requisition process. If funds are not available in the account, the budget director may authorize an override pending a budget or funds transfer.~~

~~**Source of Authority:** Vice President for Finance and Administration~~

~~**Cross Reference:** Departmental Budgeting and Accounting Responsibilities (3.9)~~

~~**Contact for Revision:** Budget Director~~

~~**Forms:** None~~

~~**Board Committee Assignment:** Finance and Audit~~

Concurrent and Dual Credit Enrollment Programs

Original Implementation: July 27, 1999
Last Revision: ~~July 17, 2012~~*April 15, 2014*

High school students with superior academic ability and achievement may be admitted to Stephen F. Austin State University (SFA) and enroll in college courses while completing their high school studies under the concurrent and dual credit enrollment programs. The concurrent and dual credit enrollment programs are open to high school students (grades 9-12) who have obtained a minimum grade average of 85. In addition, students must submit a minimum composite score of 1010 *(critical reading and math only)* on the SAT ~~(not including the writing)~~, ~~or~~ 21 on the ACT (not including the writing)*, or 101 (critical reading and math only) on the PSAT*. Students must meet Texas Success Initiative requirements to register for reading and writing intensive courses, as well as math courses. A recommendation by the student's high school principal or high school counselor must be submitted as well.

The dual credit enrollment program requires that the grade from the SFA course be used for completion of high school graduation requirements and college credit. The cost of the dual credit enrollment program will be established by the SFA Board of Regents. The concurrent enrollment program requires that the grade from the SFA course be used for college credit only. High school credit is not earned through this program. The cost of the concurrent enrollment program is full price for tuition and fees.

Cross Reference: 19 Tex. Admin. Code § 4.85; General Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Executive Director of Enrollment Management

Forms: None

Board Committee Assignment: Academic and Student Affairs

~~Course~~*Credit and* Contact Hours

Original Implementation: February 4, 1986
Last Revision: ~~October 18, 2010~~*April 15, 2014*

~~Stephen F. Austin State University requires that the number of contact hours for each course (except individual instruction) offered for degree credit shall conform to the rules of the Texas Higher Education Coordinating Board.~~*This policy applies to all courses at all levels (undergraduate and graduate) that award academic credit (i.e., any course that appears on an official transcript issued by the university) regardless of the mode of delivery including, but not limited to, self-paced, online, hybrid, lecture, seminar and laboratory. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.*

Contact hours of courses offered for degree credit will conform to the rules of the Texas Higher Education Coordinating Board. The university adheres to the Carnegie unit for contact time (750 minutes for each credit awarded).

The expectation of contact time is the same in all formats of a course whether delivered fully online, hybrid, or face-to-face. Courses that have less structured classroom schedules, such as seminars, independent studies, internships, practica, studio work, or any other academic work leading to the award of credit hours, at a minimum, should state comparable learning objectives, expected outcomes and workload expectations.

Permission to offer a course in a shortened format ~~must be given~~*is required* by the *academic unit head,* ~~appropriate~~ academic dean and the provost and vice president for academic affairs. ~~This permission is contingent upon a determination that t~~*T*he instruction and content of the material ~~are~~*must be* appropriate ~~to~~*for* a shortened duration and ~~that~~ the quality of learning ~~is~~ at least equal to a course offered in a regular format. Students enrolled in a shortened course must meet the university's regular admission requirements.

Credit Hour

The federal definition of a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. *Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or;*

2. *At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.*

Cross Reference: 19 Tex. Admin. Code § 4.6 (2003)*; 34 CFR § 600.2; Southern Association of Colleges and Schools, "Credit Hours Policy Statement"*

Responsible for Implementation: President; Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

Delegated Purchasing Authority

Original Implementation: Unpublished
Last Revision: ~~April 23, 2013~~*April 15, 2014*

Stephen F. Austin State University adheres to a policy of centralized purchasing for the purposes of:

1. ensuring compliance with state and federal laws, rules, and regulations;
2. protecting the university from unauthorized acquisitions of supplies, equipment and services;
3. providing budgetary control and coordination;
4. ensuring fair and ethical business practices;
5. providing savings through consolidation of requirements and standardization of products where appropriate; and
6. providing best value acquisition through various procurement methods; see Best Value Procurement (17.1).

The procurement department, under supervision of the director of procurement and property services/HUB coordinator, has sole authority for the negotiation and purchase of all goods and services for the university with the exception of items listed in Items Requiring Board of Regents Approval (1.4), and the following specific delegations that exist under proper administrative approval:

1. The director of the university libraries is authorized to purchase books, periodicals, journals and other related materials needed to maintain university resource material collections.
2. The curator of the Stone Fort Museum is authorized to purchase general merchandise for resale in the museum gift shop.
3. Employees are authorized to make procurement card purchases of items costing $2,000 or less through procurement card procedures. See Procurement Card (17.11).
4. Employees without procurement cards may make purchases and request reimbursement if the purchase is approved by the account manager, follows university procurement policy and procedure, and other purchase options are not possible or available. Taxes will not be reimbursed, except as allowed by law.
5. Certain payments may be made by completing a voucher for submission to the controller's office. See Purchase Voucher (17.20).

All other purchases are to be submitted as a formal request for the procurement office to secure a

good or service. See Purchase Requisition (17.19).

All official correspondence other than that delegated above; i.e., solicitations, purchase orders, change orders, cancellations, etc. shall be issued by the procurement office. The director of procurement and property services/HUB coordinator is delegated authority to sign all titles and associated documents for the purchase, transfer or sale of vehicles, trailers, or marine equipment.

UNAUTHORIZED PURCHASES MADE OUTSIDE OF DELEGATED AUTHORITY

An unauthorized purchase occurs when a university employee orders a product or service without an authorized purchase order issued by procurement. Unauthorized purchases will include inappropriate reimbursement requests that fall outside the scope of university procurement policy and procedure. Except as delegated herein university employees are not authorized to commit to an expenditure of funds on behalf of the university.

Unauthorized purchases over $2000 will not be paid by the university unless a justification is submitted to the vice president for finance and administration for review.

If approved, the appropriate documentation and payment approval must be submitted to the procurement office to process a purchase order for the unauthorized purchase, and state appropriated funds may not be used to pay for the service or product unless approved by the vice president for finance and administration.

If the unauthorized purchase is not approved by the vice president for finance and administration, the employee will be responsible for payment to the vendor unless the order can be cancelled and/or the goods returned. Any freight, shipping costs, or return penalties will be paid by the employee in the event the order is cancelled and/or the goods returned to the vendor.

The following circumstances will not constitute an unauthorized purchase; however, a requisition must be entered in the university's financial system at the earliest practical date so that payment is not delayed resulting in possible late fees.

a. emergency purchases as defined by Best Value Procurement (17.1);
b. memberships;
c. purchases that were to be made with a p-card that reasonably could have been expected to be less than $2000;
d. magazine or book subscriptions;
e. other automatically recurring or renewable fees;
f. purchases associated with existing contracts negotiated by the procurement office;
g. tournament fees or game guarantees;
h. athletics game workers;

i. guest lecturers, speakers, artists, entertainers, performers, musicians if the contract is signed by the president prior to the event;
j. other professional services as defined by state comptroller's expenditure codes, if the contract is signed by the president prior to the event;
k. services contracts associated with grants as long as the contract is *in process with the research and sponsored programs office*.

Cross Reference: Items Requiring Board of Regents Approval (1.4); Purchase Requisition (17.19); Purchase Voucher (17.20); Procurement Card (17.11)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: None

Board Committee Assignment: Finance and Audit

Departmental Budgeting and Accounting Responsibilities

Original Implementation: September 1, 1987
Last Revision: ~~April 17, 2012~~*April 15, 2014*

It is the responsibility of each department head to account for the funds and property of his/her department and to exercise budgetary control over them. For that reason, all accounts have a designated account manager. An account is defined as a specific Banner fund/organization combination as assigned by the controller's office. It is the responsibility of each account manager to maintain records of sales and other revenues, expenditures and encumbrances including salaries and wages, and other charges which support and supplement the records in the Banner finance system.

It is the account manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund, and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the account manager's responsibility to reduce expenditures accordingly. All deficits are to be thoroughly investigated and resolved in a timely manner. *Likewise, if actual revenue exceeds the account revenue estimate, a budget change may be requested. Procedures that govern this process may be found on the budget office website. All budget changes in excess of $10,000 require approval of the vice president for finance and administration and the president, and budget changes of $100,000 or more require approval of the Board of Regents.*

Complete and accurate records of financial transactions are to be maintained by the controller's office. These records may be accessed by the appropriate account manager through the Banner system. Account managers are responsible for comparing their records with those of the controller's office and reporting any differences promptly to the controller's office.

The original approved budgets and all authorized budget revisions for non-restricted accounts are maintained by the budget director. The original approved budgets and all authorized budget revisions for restricted grants and contracts and gift accounts are maintained by the controller's office. Budget revisions for non-restricted accounts and restricted gift accounts under the account manager's control can be initiated with the Budget Office Transaction Request *or through Self Service Banner (SSB).* Budget revisions between like funds and among a department's various organizations should be completed online, by the department, through Self Service Banner. No form is necessary for these types of transactions. Budget revisions for restricted grants and contract accounts can be initiated with the External Grant Budget Revision Request form.

Banner confirms available funding during the requisition process. If funds are not available in the account, the budget director, or designee, may authorize an override pending a budget or funds

transfer.

Account access designations can be made on the Banner Access Request form. Each account manager may designate one or more additional individuals in the department to approve time and leave in the appropriate timekeeping systems, vouchers, requisitions, and similar documents in his/her absence. The Procurement and Property Services Department, the Office of the Controller, Printing Services, Post Office, Physical Plant, Information Technology Services (Telecommunications and Networking), and other offices initiating billing charges through interdepartmental transfers (IDTs) must be informed of these designations. These designations shall be periodically reviewed and updated.

Cross Reference: ~~Budget Change and Additional Appropriation (3.4) and~~ Interdepartmental Transfer (IDT) (17.9)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Budget Director

Forms: Budget Office Transaction Request, External Grant Budget Revision Request form, Banner Access Request form

Board Committee Assignment: Finance and Audit

Developmental Education and Texas Success Initiative

Original Implementation: April 18, 2000
Last Revision: ~~October 18, 2010~~*April 15, 2014*

The Texas Success Initiative (TSI) is a program administered by the ~~Center for College Readiness~~*Division of P-16 Initiatives* at the Texas Higher Education Coordinating Board (THECB). The objective of the program is to ensure that students are prepared academically to succeed in higher education.

The TSI program requires ~~each~~ institution*s* of higher education to assess the academic skills of each entering undergraduate student to determine the student's academic readiness before initial enrollment in freshman- level academic coursework. ~~The THECB designates particular diagnostic instruments approved for assessing students' skills in reading, writing and mathematics.~~ *The TSI Assessment is the diagnostic instrument for non-exempt students. The Division of P-16 Initiatives publishes current exemption standards at its website:* www.thecb.state.tx.us/ .

~~Entering undergraduates may earn exemption from TSI assessment by supplying certain scores on designated assessment instruments, such as SAT, ACT, or Texas Assessment of Knowledge and Skills (TAKS). Other students may earn exemptions through prior study at private or out-of- state institutions, or through qualifying military service.~~

~~The purposes of this policy are to:~~

- ~~articulate Stephen F. Austin State University's (SFA) requirements regarding TSI assessment and developmental coursework;~~
- ~~promote quality and accountability in developmental education and advising;~~
- ~~provide for effective delivery of the developmental education program; and,~~
- ~~ensure that all students receive assistance in becoming ready to succeed in freshman- level academic coursework.~~

~~Exemption from Testing~~
~~The assessment requirements of the TSI program do not apply to a student who:~~

- ~~has graduated with an associate or baccalaureate degree from an accredited institution of higher education;~~
- ~~has transferred to SFA from a private, independent, or accredited out-of-state institution of higher education after satisfactory completion of college-level coursework as designated by SFA;~~
- ~~is serving on active duty as a member of the armed forces of the United States or the Texas National Guard;~~

- ~~is currently serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding SFA enrollment;was honorably discharged, retired or released from active duty as a member of the armed forces of the United States or the Texas National Guard on or after August 1, 1990;~~
- ~~was honorably discharged, retired, or released from service as a member of a reserve component of the armed forces of the United States on or after August 1, 1990;~~
- ~~is enrolled at SFA in a non-degree-seeking status;~~
- ~~has achieved certain scores as determined by THECB on the SAT or ACT and has enrolled at SFA within five years of achieving those scores;~~
- ~~has achieved certain scores as determined by THECB on the exit-level assessment required for public high school graduates in Texas and has enrolled at SFA within three years of achieving those scores; and,~~
- ~~has satisfied all readiness requirements at another Texas institution of higher education and has supplied appropriate documentation of that status.~~

~~Testing Requirements~~

~~SFA accepts scores from any assessment instrument designated by THECB. Each undergraduate student must supply assessment scores in reading, writing, and mathematics, or demonstrate qualification for exemption from such assessment, prior to initial enrollment.~~

~~Under exceptional circumstances, a student may be allowed to enroll in certain freshman-level courses for one semester without TSI assessment scores. (Enrollment restrictions based on prerequisites and other entry criteria will limit courses for which the student is eligible.) The student must then supply TSI assessment scores by the end of the first semester of enrollment. Examples of exceptional circumstances include a documented illness, injury, or emergency that prevented testing, or necessary delays in providing appropriate accommodations for a student with a documented disability.~~

~~Developmental Education Program and Advising~~

~~For each student who fails to meet the minimum passing standards as set by THECB, SFA will provide individual advising regarding developmental education necessary to ensure the readiness of that student in performing freshman-level academic coursework. SFA will also assist in developing an individual plan for academic success.~~

TSI Advising Program

Individual advising will be provided to each student who has not yet demonstrated readiness in reading, writing, and/or math. The student's TSI advisor will assist the student in developing an individual plan for achieving college readiness. This plan will include either traditional developmental course work or alternatives as approved by the THECB.

~~Each student who has not met all college-readiness requirements must meet with an advisor in the Academic Advising Center (AAC) before registering for classes each semester. The student's progress toward achieving readiness standards will be reviewed, and the advisor will provide assistance in registering for required developmental coursework.~~

~~**Meeting Developmental Requirements**~~

~~For each area of deficiency, the student must enroll in developmental coursework to address that area until the AAC determines that the student is ready to perform freshman-level academic coursework in that area. As indicators of readiness, the AAC may consider the student's performance in developmental education, performance in appropriate non- developmental coursework, and/or performance on an approved TSI assessment instrument. For course-based developmental work (ENG 099, MTH 099, RDG 098), an earned grade of "C" or higher will demonstrate that the student is college-ready. A student may retest at any time to demonstrate readiness using any of the assessment instruments approved by THECB. It is the student's responsibility to submit any updated test scores to the AAC.~~

Documentation ~~of TSI Status~~

~~In accordance with THECB regulations, the student's SFA transcript will indicate each student's current status regarding college readiness in reading, writing, and mathematics. This status will be updated each semester.~~

Each student's updated TSI status will be documented on the official university transcript as readiness standards are met. It is the student's responsibility to ensure that applicable transcripts or test scores from other institutions are supplied to SFA.

~~**Dual-Credit and Concurrent Students**~~

~~High school students who achieve sufficient scores on the tenth-grade TAKS (or other state- administered assessment approved by the THECB) may enroll in dual-credit courses through their senior year of high school without taking a state-approved TSI assessment. Upon enrolling for degree-seeking credit at SFA, these students must satisfy requirements for TSI exemption or take an approved TSI assessment test in reading, writing, and mathematics.~~

~~Any high school student seeking concurrent enrollment must demonstrate qualification for exemption from TSI assessment or earn an acceptable score on an approved TSI assessment instrument before enrolling at SFA.~~

Special Circumstances

TSI requirements may be waived for students enrolling on a temporary, non-degree-seeking basis. Students enrolling for dual or concurrent credit must meet eligibility requirements established by the Division of P-16 Initiatives.

~~**Attendance, Grades, and Academic Standing**~~

~~Students are not allowed to drop developmental courses from their schedule unless they pass a TSI assessment instrument or can provide documentation of satisfying readiness requirements in another manner. If a student is allowed to drop a developmental course, the dropped course does not count toward the course drop limitation policy as described in the Texas Higher Education Coordinating Board Rules, Chapter 4, Subchapter A, Section 4.10. Grades earned in developmental courses do not count toward a student's cumulative GPA. Credit for developmental courses may not be used to meet graduation requirements.~~

~~**Evaluating Effectiveness of Developmental Education**~~***Monitoring Readiness for College-Level Work***

The Academic Advising Center will compile cumulative information about students' TSI readiness during each long semester. This information will be provided to the provost and vice-president for academic affairs and other academic administrators as appropriate.

~~The AAC will collect and compile information about students' success in achieving TSI readiness standards. This information will be prepared for the provost and vice president for academic affairs. If subsequent performance in related freshman-level academic coursework is to be collected and complied, this would be the responsibility of individual academic units.~~

Cross References: 19 Tex. Admin. Code §§ 4~~.10,~~.51-.~~60~~*62*; Tex. Educ. Code § 51.3062

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

~~Driver Certification~~ Policy to be Deleted; Content incorporated into Policy 13.23

~~**Original Implementation:** May 4, 1983~~
~~**Last Revision:** July 20, 2010~~

~~Driver certification is required for any university employee who must drive a university vehicle, including rented or leased, within the scope of his/her employment. Such certification is processed through the University Police Department (UPD). An "Application Approved Drivers Certification" form is obtained from the administrative specialist in UPD and should be signed at the bottom by the applicant's department head.~~

~~Upon receipt of the driving record report from the Texas Department of Public Safety, and in compliance with university requirements, UPD will: (a) issue a temporary permit valid for 180 days for faculty and staff or 90 days for students, (b) issue a permanent permit valid for three years, or (c) deny driver certification. All applicants for a temporary permit must register for a scheduled defensive driving course at the time the temporary permit is issued.~~

~~A defensive driving course must be completed in order to receive a permanent permit and must be completed every three years to maintain the permanent permit. The temporary permit is issued: (a) prior to completion of the defensive driving course and (b) for specific use purposes, such as an academic field trip.~~

~~**Cross Reference:** None~~

~~**Responsible for Implementation:** Vice President for University Affairs~~

~~**Contact For Revision:** Chief of University Police and Director of Environmental Health, Safety, and Risk Management~~

~~**Forms:** Application Approved Drivers Certification~~

Drug and Alcohol Testing

Original Implementation: July 14, 1998
Last Revision: ~~April 19, 2011~~*April 15, 2014*

It is the policy of Stephen F. Austin State University to promote a safe, healthy and productive learning and working environment free from the influences of drugs and alcohol. The university must set an example to ensure the safety, health and welfare of its employees, students and the citizens which it serves, by taking the appropriate steps for maintaining a drug-free workplace as mandated by the state and federal governments. This policy supplements all other SFA policies regarding drug and alcohol use and related topics by establishing the guidelines for drug and alcohol testing. The drug and alcohol testing program is for the purpose of ensuring a healthy and safe workplace, and may not be used for the purpose of criminal prosecution.

General Policy

Stephen F. Austin State University may require employees in safety sensitive positions to submit to drug and/or alcohol testing based upon reasonable suspicion, post-accident, or post-university referred drug and/or alcohol rehabilitation. University safety sensitive employees who are subject to Department of Transportation regulations in 49 C.F.R. parts 382 and 40 (primarily drivers with commercial driver's licenses) will additionally be subject to random drug and/or alcohol testing proscribed by federal law.

1. Reasonable Suspicion:
    1. Direct observation of drug or alcohol use or possession and/or demonstration of physical symptoms of the influence of a drug or alcohol as related to work activities,
    2. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse,
    3. Arrest or conviction of a drug or alcohol related offense as the focus of a criminal investigation into illicit drug use, possession, or trafficking,
    4. Information provided by reliable or credible sources,
    5. Information, which is independently corroborated,
    6. Evidence that an employee or student worker has tampered with a previous drug or alcohol test, or
    7. Possession of drug paraphernalia.

    Individuals having reasonable suspicion of an employee in a safety sensitive position, based on the above criteria, must contact the director of human resources and/or the director of environmental health, safety, and risk management. When feasible, the Office of the General Counsel will be contacted ~~to confirm~~*for guidance on* whether a given circumstance is sufficient to conduct a test.

Reporting personnel shall document the exact reasons why they suspect that a certain employee in a safety sensitive position has violated the drug and/or alcohol policy to include: the symptoms exhibited by the employee; the actions of the administrator, faculty, employee or student worker; if at all possible, corroborating statements from other administrators, faculty, employees or student workers; and other evidence which tends to establish a reasonable suspicion of illicit drug or unauthorized alcohol use. Statements by the reporting personnel should document specific facts, not speculation, about an employee's behavior or appearance which would lead a reasonable person to the conclusion that the employee was using or in possession of illicit drugs or unauthorized alcohol. The emphasis should be placed on how the behavior of the employee is affecting his/her performance.

2. Post-accident:
   Each employee in a safety sensitive position who is involved in an accident that occurs during the course and scope of employment shall be required to submit to a drug/alcohol test. ~~(~~A drug or alcohol test will also be requested if damage has occurred to university property as a direct result of the employee's behavior.~~)~~

   As a condition of continued employment, any employee in a safety sensitive position who is participating in a substance abuse treatment program or who has a rehabilitation agreement with the university following an incident involving substance abuse may be required to submit to additional drug testing. This section shall not apply to employees in safety sensitive positions who have successfully completed a drug and or alcohol rehabilitation program prior to employment with the university.

   Until the results of a test are received, an individual will automatically be removed from all safety sensitive functions, but may perform duties as assigned. Individuals may be suspended with pay pending investigation, if the continued participation of that individual presents a real and present danger to personal safety or property or threatens the health and safety of the individual or peers.

Prohibited Employee Conduct

1. Engaging in the manufacture, distribution, possession, or use of prohibited substances on university property, in university vehicles, or while in the conduct of university business. (Alcohol possession or use may be permitted on university property as articulated by university policy.)
2. Reporting to work under the influence of alcohol or illegal drugs.
3. Testing positive for alcohol and controlled substances as a safety sensitive employee.
4. Refusing to submit to required testing as a safety sensitive employee.

5. Permitting a subordinate employee, in a safety sensitive position, to perform or continue to perform safety sensitive functions when the supervising employee has actual knowledge that a safety sensitive employee has engaged in conduct prohibited in paragraphs above.

Refusal to Submit Test

An employee in a safety sensitive position who refuses to consent and submit to a test when requested under any of the circumstances provided for above will be subject to disciplinary action including termination.
Refusal to submit includes:

1. Failure to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this policy,
2. Failure to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this policy, and/or
3. Engaging in conduct that clearly obstructs the testing process.

Positive Test

An employee in a safety sensitive position with a positive test will be removed from performing his or her safety sensitive functions. Their supervisor and the director of human resources will meet with each employee who tests positive and inform the employee of the test result.

Based upon the information available after the meeting with the employee, the supervisor and the director of human resources shall determine whether:

1. To proceed to impose appropriate disciplinary action (keeping in mind any minimum penalties as may be required by federal or state law, if criminal penalties may have been pursued, and the nature of the infraction as related to the job functions of the individual) pursuant to university procedures for discipline and dismissal of employee; or
2. To offer the employee the opportunity to participate in and satisfactorily complete an appropriate employee assistance program or rehabilitation program for alcohol and/or drug abusers as a condition of continued employment solely at the employee's expense. An employee who is permitted and chooses to participate in such a program must be informed that the university will pursue appropriate disciplinary action if the employee does not satisfactorily complete the prescribed program.

Recurrence of Substance Abuse: Upon the second occurrence of the necessity to potentially refer an employee to counseling or rehabilitation treatment, there will not be an option to refer the employee in a safety sensitive position for treatment and termination will be automatic.

Subsequent disciplinary actions: When an employee has experienced work related problems as a result of alcohol or drug use and has been reinstated, subsequent disciplinary action will not be taken for the previous work related problems provided the problems cease after reinstatement.

Employees Subject to Drug and Alcohol Testing

All employees in safety sensitive positions of Stephen F. Austin State University are to be included in the alcohol and/or drug testing program and will be subject to testing. Employees identified for testing purposes are expected to cooperate fully with designated clinic and/or laboratory personnel by making themselves available for testing, giving a valid sample and completing accurately all of the steps and necessary documents associated with the test.

Employees in safety sensitive positions at the university who are subject to this drug testing policy are defined as follows:
All employees whose job duties have a direct effect on the health, safety and welfare of employees, students and citizens, which the university serves including the following described duties:

- Drivers with commercial driver's licenses (CDL),
- Employees who are required to have a university certified driver's license in their job description,
- Persons who carry a firearm for security purposes,
- Employees who control dispatch of emergency services,
- Employees who repair or maintain university owned or leased vehicles,
- All maintenance personnel including but not limited to electricians, plumbers, carpenters, etc.,
- All employees who maintain the critical infrastructure of the university including but not limited to database administrators, systems administrators, programmer and systems analysts, network support specialists, etc.,
- Persons required to use dangerous equipment in the course and scope of their jobs including saws, drills, torches, tractors, mowers, and other motorized equipment,
- Employees using chemicals or other dangerous substances in the course and scope of their jobs,
- Medical professionals including licensed doctors, licensed nurses, certified athletic trainers~~, athletic coaches and assistant coaches.~~.

Facilities for Testing

Employees selected for testing procedures shall report to the designated independent facility, or may be escorted by an authorized supervisor. A specimen will be collected and tested by an independently approved laboratory using valid, reliable testing procedures as outlined under the U.S. DOT regulations at 49 C.F.R. part 40. The services of a medical review officer (MRO) will be retained for proper laboratory results interpretation.

Test Results

Drug and alcohol screen test results will be reviewed by an independent MRO after receipt of the specimen by the laboratory. Employees who test positive for substances prohibited by this program shall be afforded an opportunity to consult with the MRO and to provide medical records or other biomedical information to assist the MRO in determining whether there is a legitimate medical explanation for the test results, including use of a legally prescribed medication. Upon review of all confirmatory tests and other medical records, the MRO shall issue a confirmation report verifying test results. The MRO's confirmation report and the results therein shall be deemed conclusive.

The MRO refers to a licensed physician who is responsible for receiving laboratory results generated by the employer's drug testing program, evaluation, interpreting and verifying those drug testing results in conjunction with an employee's medical history, and determining whether a positive result was caused by the use of prohibited drugs or by an employee's medical condition.

If a post-accident drug screen produces a positive result due to a safety sensitive employee's lawful use of prescription medications which may impair judgments such as driving, handling equipment or making sound decisions the employee will be removed from all safety sensitive work and as soon as reasonably practical discuss any limitations with the employee's supervisor. An employee may be required to provide a doctor's release to resume regular safety sensitive work duties.

The MRO shall have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's positive test result (as reported by the laboratory) together with his or her medical history and any other relevant biomedical information.

Any results below the minimum stipulated test levels for drug testing or under .02 for alcohol testing shall be considered a negative test result. Any employee with properly confirmed positive drug test results, or greater than .02 alcohol test as certified by the MRO, shall continue to be removed from any safety sensitive work and shall report to the supervisor upon request.

Records

All information from an ~~applicant's or an~~ employee's drug and alcohol tests is confidential, unless otherwise required by law. Records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur.

Appeal and Retesting

Employees may appeal positive test results by submitting a written request to the director of human resources within 24 hours after being informed of the positive test result. The appellant has the right to have a second test performed at a certified laboratory of his/her choice. The specimen transfer between the laboratories will follow standard protocol. An MRO shall interpret the alternate laboratory's test results, considering the nature of the result and time elapsed since the original test. All expenses for such retests will be the responsibility of the appellant.

~~**Training**~~

~~Supervisors who make reasonable suspicion determinations will receive training to recognize the signs and symptoms of drug use and will receive additional training to learn about the physical, behavioral, speech, and performance indicators of probable alcohol use.~~

Notice

All new employees shall receive notice of this policy and be required to sign an acknowledgement of receipt. Failure to sign an acknowledgement of receipt shall not nullify the notice provided by the university. Existing employees will be notified of the policy and its revisions.

Cross-reference: Discipline and Discharge (11.4); Illicit Drugs and Alcohol Abuse (13.11); 49 C.F.R. §§ 40, 382

Responsible for Implementation: President

Contact for Revision: Director of Environmental Health, Safety, and Risk Management, Director of Human Resources, and General Counsel

Forms: Notice and Acknowledgement of Policy Receipt

Board Committee Assignment: Academic and Student Affairs

Employee Terminations and Transfers

Original Implementation: Unpublished
Last Revision: ~~April 19, 2011~~*April 15, 2014*

It is preferred that *faculty, staff, and graduate assistant* employees give at least two (2) weeks notice to their supervisors prior to termination or retirement from the university or transfer to another department. Supervisors are responsible for immediately notifying ~~the Department of Human~~ *human* ~~Resources~~ *resources* of all faculty, staff, graduate assistant terminations, retirements, and transfers. Notification will be accomplished through completion of an Electronic Personnel Action Form (EPAF). University policy, Electronic Personnel Action ~~Request~~ *Form* (11.8) directs the preparation and processing of an EPAF.

Timely notification must be given to human resources prior to the termination, retirement, or transfer date preferably in the last week of employment, but must be given no later than the day the employee leaves his/her department. The purpose of this notification action is to alleviate security risks and prompt the termination of accounts such as email, long distance access, internet connectivity, purchasing privileges, computer system access and building access. This notice also alerts certain departments to verify whether or not the employee has outstanding financial matters to be resolved. If the employee has any outstanding debts to the university, the employee's department should notify ~~human resources and/or~~ payroll immediately so that the matter can be reviewed. Early notification will not terminate an employee's accounts until the effective date. The EPAF process should be started as soon as possible to allow for routing through the appropriate channels for approval.

Failure *of the department head* to notify human resources in a timely manner may cause the employee's department to be charged for the employee's benefits unnecessarily since employees continue to have benefit~~s~~ *coverage* unless proper and timely notification has occurred. All *faculty, staff, and graduate assistant* employees leaving the employment of the university are ~~required~~ *highly encouraged* to complete a checkout procedure with human resources. *It is the department head's responsibility to ensure that the exiting employee meets with human resources before their last day of employment.*

As part of the exit process, the department in which the employee works must administer a departmental exit process to finalize business matters involving the terminating or retiring employee. A departmental checklist form is available on-line at http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm to assist the department in accomplishing this task. The departmental checkout form is to be signed by the department head, the employee and forwarded to human resources for the employee's personnel file. *The department head is responsible for*~~Human resources will~~ verif~~y~~*ying* whether or not all departmental business is cleared such as keys collected, credit cards returned, uniforms returned, files and equipment

returned, time sheet signed and that the ~~Administrative Account Disablement form and the~~ EPAF ~~have~~ *has* been submitted.

Faculty, staff, and graduate assistant ~~Employees~~ *employees* leaving the employment of the university are ~~required~~ *highly encouraged* to complete an exit interview or checkout procedure with human resources and clear all outstanding financial matters prior to their exit interview.

The employee should contact human resources to schedule an exit interview, but it is the department head's responsibility to ensure that the terminating employee has scheduled an exit interview no later than the last day of employment.

It is to the employee's benefit to have an exit interview where they will obtain information about their retirement funds, discuss benefits and make arrangements for their last paycheck. It is important that a forwarding address be given to human resources so that the employee's W-2 and COBRA (health care continuation) information can be sent to them. The employee will be given an opportunity to complete a separation questionnaire during the exit interview.

Cross Reference: ~~None~~*Electronic Personnel Action Form (11.8)*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Electronic Personnel Action ~~Request~~ *Form* ~~(11.8)~~; Employee Checkout Form (available at http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm)~~;~~ ~~Administrative Account Disablement (available at https://apache.sfasu.edu/par/)~~

Board Committee Assignment: Academic and Student Affairs

Establishing Centers, Institutes, and Specialized Testing or Service Laboratories

Original Implementation: Unpublished
Last Revision: ~~April 17, 2012~~*April 15, 2014*

Centers, institutes, and specialized testing or service laboratories (hereafter referred to as "centers") at Stephen F. Austin State University (SFA) engage in educational, research, scholarly, service, outreach, and/or faculty development activities. Centers at SFA are subject to all policies and procedures of the university, as well as to applicable state and federal laws and regulations. *A center may not participate in activities that do not, in their entirety, support the mission of the university, including the use of a center's or the university's name.*

A center may be established within an academic department or division, college, or the university, and may be interdisciplinary. A formal proposal is required to establish and officially recognize a center. ~~Procedures and guidelines for proposals are subject to approval by the provost and vice president for academic affairs, and shall be posted by the Office of Research and Sponsored Programs.~~*Existing centers without formal recognition are required to submit a formal proposal, consistent with this policy's guidelines. The Office of Research and Sponsored Programs will maintain an inventory of centers and their status.*

Procedures and guidelines for proposals are subject to approval by the provost and vice president for academic affairs. A center proposal must include a description of the mission of the center, its goals and objectives, and how the center ~~shall~~*will* be structured and funded or otherwise supported by the university. Proposals are subject to approval by participating ~~department chairs/directors~~*academic unit heads*, deans, and the appropriate vice president(s). Recommendations for formal recognition of centers shall be forwarded to the president for approval.

An annual review is required that includes criteria to assess the effectiveness of the center in meeting its mission, goals and objectives. Center~~s~~ *directors* ~~shall~~*will electronically* submit *institutional effectiveness documents as required by the Office of Student Learning and Institutional Assessment, as well as* ~~annual~~*additional* updates *as required by* ~~to~~ the appropriate dean(s) and/or vice president(s). ~~in a format prescribed by the dean(s) or vice president(s). The annual review process shall include criteria that assess the effectiveness of the center in meeting its mission, goals, and objectives.~~ Every five years a review by the authorizing dean(s) and/or vice president(s) will determine whether a center ~~will be~~ continue~~d~~*s* or *is* dissolved.

Centers may be named by the Board of Regents for persons who have made outstanding contributions to the university.

The naming of a center must follow university policy.~~Existing centers without formal recognition are required to submit a formal proposal, consistent with this policy's guidelines.~~

~~A center may not participate in activities that do not, in their entirety, support the mission of the university, including the use of a center's or the university's name.~~

~~The Office of Research and Sponsored Programs shall maintain an inventory of centers and their status.~~

Cross Reference: Guidelines and Procedures for Establishing Centers, Institutes, and Specialized Testing or Service Laboratories; Naming Guidelines (1.5)*; Assessment of Institutional Effectiveness (2.3)*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director, Office of Research and Sponsored Programs

Forms: ~~Annual Report for Recognized Centers, Institutes, and Specialized Testing or Service Laboratories;~~ Recommendation to Establish, Continue, Modify or Dissolve a Center, Institute, and Specialized Testing or Service Laboratory

Board Committee Assignment: Academic and Student Affairs

Appendix 6

Fixed Rate Tuition Plan (NEW)

Original Implementation: April 15, 2014
Latest Revision: None

Section 54.017 of the Texas Education Code requires governing boards of general academic teaching institutions to offer a fixed tuition price plan to entering undergraduate students, including undergraduate students who transfer to the institution. Eligible freshmen or transfer students must be offered the opportunity to participate in a fixed tuition price plan for 12 consecutive semesters from the point of initial enrollment at a public or private institution, regardless of whether the student enrolls at any institution in those semesters. For purposes of this policy, one or more summer terms occurring in the same summer is considered a semester. Fees charged to a participating student may not exceed fees charged to a non-participating student. The statute permits the Board of Regents to establish restrictions and qualifications. The plan adopted by Stephen F. Austin State University to meet the legislative requirements is the Fixed Rate Tuition Plan (FRTP). The FRTP is effective beginning in the fall semester of 2014. The restrictions and qualifications include the following provisions:

- The plan will apply to undergraduate students only.
- Only Texas resident students, or students defined under Texas Education Code Section 54.052 may participate in the FRTP.
- The FRTP is not applicable to any student who has previously enrolled at SFA, except for students that have only taken dual credit courses from SFA.
- An entering eligible student, either freshman or transfer, must accept or reject the FRTP prior to registering for the first semester. Students can change their decision any time prior to the first class day. Students eligible to make this election who enroll after the first class day must make their election prior to enrolling. That decision is non-revocable after they register.
- The fixed rate applies to designated tuition only.
- Entering freshmen who participate in the FRTP will be eligible to have a fixed level of designated tuition for four consecutive academic years that include fall, spring, and summer.
- An academic year will be considered three consecutive “semesters”, with the summer considered as one semester, regardless of whether a student enrolls in any or all of the summer terms—Maymester, Summer I or Summer II.
- Students must enroll in a degree-seeking program.
- Students may voluntarily elect out of the FRTP option and pay the prevailing designated tuition rate in the next subsequent semester, unless they opt out prior to the first class day of the semester. Once a student elects out of the plan, they may not be reinstated.
- The rate of the FRTP will level at the same 16 semester credit hour designated tuition cap available outside the plan. If changes are made to the designated tuition cap, it will apply to all students.
- For purposes of planning and establishing cohorts, it is presumed that students will enroll in 30 hours a year for four years. Students may take more or less hours, as long as they do not exceed the allowable “consecutive semesters,” based on their assigned cohort.

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- Students entering the FRTP will be assigned a cohort based on the date of their initial enrollment at any institution. The rate for each cohort will be set by the Board of Regents.
- The FRTP will be effective for the students for 12 "semesters" from their date of initial enrollment at SFA or another institution.
- Each fiscal year will have a rate assigned for that year based on the projected increases in designated tuition. That rate will apply for that fiscal year's cohort.
- Transfer students enrolling at other institutions prior to the fall semester of 2011 will not be eligible.
- The FRTP is non-renewable.
- The excessive hour penalty will apply to FRTP students. This penalty is imposed at the non-resident tuition rate, and will be charged in addition to the FRTP designated tuition rate.
- The penalty for repeating classes for three or more times will apply to FRTP students.
- Students eligible for exemptions and/or waivers will not be allowed to register in the FRTP.
- Students participating in the Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Plan) or attending under a contract paid by a third party are not eligible to enroll in the FRTP.
- Students participating in the Texas Tuition Promise Fund are eligible to enroll in the FRTP.
- If a student is determined to be eligible for an exemption or waiver after enrollment, the student will no longer be eligible and the non-FRTP rate will be assessed for the current semester. (No retroactive adjustments to the account will be made for prior semesters.)

Cross Reference: Tex. Educ. Code §§ 54.017, .052

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit

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Longevity Pay/Hazardous Duty Pay

Original Implementation: Unpublished
Last Revision: ~~April 19, 2011~~*April 15, 2014*

Non-academic, full-time employees, working at least 40 hours a week in one position, are entitled to longevity pay in the amount of $20 per month for each 2 years of state service. SFA Charter School teachers are excluded from this policy. Longevity pay is capped at $420 per month. At the time of initial employment, employees are required to report prior employment with other state of Texas agencies or institutions of higher education. The new employee will be asked to provide prior state employment information to human resources during the new employee orientation. Prior state employment is verified by human resources. Commissioned law officers are entitled to hazardous duty pay in lieu of longevity pay.

Cross Reference: Tex. Gov't Code §§ 659.041-.047

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Academic and Student Affairs

Moving Expenses

Original Implementation: December, 1988
Last Revision: ~~April 19, 2011~~*April 15, 2014*

The university may pay reasonable moving expenses for a newly hired faculty or staff member. However, payment of moving expenses is not an entitlement. It is an option, with terms to be agreed upon between the university and the prospective employee in advance. Prior approval of the university president is required.

Departments may negotiate with the new employee to pay full or partial moving expenses. Payments must be made from non-appropriated funds, provided the funds are available in the department's budget. Moving expenses can be paid by either of two methods:

1. Direct payment to vendor (preferred method)
2. Reimbursement to new employee (Receipts documenting moving expenses must be attached to the Moving Expenses Payment/Reimbursement Form and submitted to the payroll office. *Only actual documented expenses will be reimbursed.*)

The controller's office will coordinate all payments for moving expenses, regardless of which method of payment is used. The Electronic Personnel Action Form (EPAF) and the Moving Expenses Payment/Reimbursement Form must be completed *and signed by the employee and each of the appropriate approvers* before any moving expense can be processed for payment. The taxability of any reimbursed moving expense will be determined by Internal Revenue Service guidelines.

Direct payment to vendors, such as to professional moving companies, are not subject to federal income tax and FICA (social security) withholding. Direct payments to vendors require an approved purchase order and invoice.

Cross Reference: Electronic Personnel Action Request (11.8)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: Electronic Personnel Action Form (EPAF) (available through Self Service Banner); Moving Expenses Payment/Reimbursement Form (available online)

Board Committee Assignment: Academic and Student Affairs

Parking and Traffic Regulations

Original Implementation: September 1, 1961
Last Revision: ~~October 21, 2013~~*April 15, 2014*

SECTION I: GENERAL PROVISIONS

1. **General:** Pursuant to the authority granted by the Texas Education Code and as approved by the Board of Regents of Stephen F. Austin State University (SFA), these *Parking and Traffic Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.

   A. The operation of a motor vehicle or bicycle on university property is a **PRIVILEGE** granted by the university and is not an inherent right of any faculty/staff member, student or visitor. All faculty, staff, students and visitors who park on university property must have a university parking permit or park in a short-term paid parking space. A parking permit signifies that an individual has been granted the privilege of parking a vehicle on university property and does not guarantee a parking place on campus.

   B. The university assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the university.

   C. Each person operating a motor vehicle on university property is responsible for obeying all university parking and traffic regulations as well as all city and state parking and traffic regulations. All vehicles operated on the university property must display a valid parking permit 24 hours a day, 365 days a year.

   D. These regulations are in effect at all times on university property.

2. **Administration and Enforcement of these Regulations:**

   A. **Parking and Traffic:** The Parking and Traffic (P&T) division of the SFA Department of Public Safety (DPS) is authorized to enforce these regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for

parking and traffic violations; establishing requirements for the submission of appeals; the processing of appeals from parking and traffic citations; and for management of parking lots and garages. P&T supervises parking enforcement assistants who issue parking citations and provide other services such as lock-out and jump starts.

B. **The Stephen F. Austin State University Police Department (UPD):** The University Police division of DPS is also authorized to enforce these regulations at any time or under any circumstances deemed necessary. UPD officers may issue university citations or court appearance citations enforceable in justice of the peace or municipal court.

The Board of Regents of Stephen F. Austin State University is authorized to employ campus police personnel. Such officers are commissioned as Texas peace officers and are vested with all powers, privileges and immunities of peace officers in the performance of their duties. As Texas peace officers, Stephen F. Austin State University police officers have county-wide jurisdiction in all counties in which the university owns property.

All persons on university property are required to identify themselves to such officers when requested. Failure to produce identification upon request of an officer may result in arrest and appearance before a magistrate.

The university police shall be vested with the authority to refuse to allow persons having no legitimate business to enter upon any property under the control and jurisdiction of Stephen F. Austin State University and to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request.

The university police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal Code, and applicable ordinances of the city of Nacogdoches, the parking and traffic regulations of the university, and all other laws.

All accidents, thefts and other offenses that occur on university property or anywhere within the campus area should be reported to the university police immediately. Accident reports should be made prior to moving vehicles. One-vehicle accidents should also be reported. Vehicles should always remain locked.

C. **Appeals:** Any person receiving a citation may appeal. Appeals must be submitted in writing and must be received within ten (10) days of the date the citation was issued. Appeal forms are available at the Parking & Traffic office during regular business hours and on-line at http://www.sfasu.edu/parking. Boots and impoundments may be appealed in this same manner.

The director of Parking & Traffic, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:

Warning means the appeal was granted and the fine was waived.

Voided means the ticket issued was not valid.

Denied means that the ticket has been upheld and the fine must be paid.

The appellant will be notified of the decision via their SFA email account. Should the appellant disagree with the decision of the appeal officer, they may make a final appeal to the appropriate hearing board.

Appeal Board Hearing:

To appeal to a hearing board, the appellant must submit their appeal in writing to the Parking & Traffic office within ten (10) days of the appeal officer's decision. P&T will notify the appellant of the date and time of their hearing via email to the appellant's SFA email address.

Student citation appeals are considered by the Student Government Association Supreme Court, which will for the purposes of this policy be referred to as the Student Appeals Board. Faculty/Staff citation appeals are considered by the Faculty/Staff Appeals Board.

While an appeal must be submitted in writing, an appellant may choose to present their appeal to the Board in person as well. It is the responsibility of the appellant wishing to appear in person to obtain the date and time of the appropriate Appeal Board meeting. The meeting dates for both of these boards are posted in the P&T office.

The board will review the appeal and render one of the following decisions:

Excused means the ticket and its resulting fine are excused.

Upheld means that the decision of the appeals officer was upheld and any resulting fine must be paid.

All decisions of these boards are final.

Appellant's Rights

Appellants shall have the right:

1. to be present at the hearing

2. to be accompanied by an advisor of the appellant's choice and to consult with such advisor during the hearing (the advisor may only advise the appellant and may not actively participate in the hearing);
3. to know the identity of the traffic officer or police officer who issued the citation;
4. to hear or examine evidence presented;
5. to make any statement of mitigation or explanation;
6. to have and cross-examine witnesses;
7. to be informed of the disposition of the appeal
8. to inspect and copy the record of the hearing at his/her cost.

Rules of Procedure

1. The board may hear appeals for citations for which an application to appeal has been filed in accordance with these rules.
2. Each citation shall be appealed separately; except in the instance of consecutive citations for the same violation.
3. Each appeal shall be heard and decided on its own merit.
4. The board may examine, cross-examine, call, recall, and dismiss any witness.
5. The board may limit the number of witnesses whose testimony will be repetitious and establish time limits for testimony so long as all viewpoints are given a reasonable opportunity to be expressed.
6. The board shall maintain an adequate record of each hearing. Summary notes shall be deemed an adequate record for this purpose.
7. The executive director of public safety, or designee, may represent the university in any hearing.
8. The board may enter into closed session for deliberation at the conclusion of the presentation of evidence.
9. The board's judgment must be rendered at the conclusion of deliberation.
10. A board member must excuse himself/herself from any appeal in which he/she is involved, or in which a member of his/her family is involved.

Findings and Sanctions

The board shall decide only whether or not the defendant is guilty/responsible of the offense as charged in the citation.

The citation charges for each offense are established by the Board of Regents and may not be reduced or eliminated by the Appeals Board if the individual is found guilty/responsible of the parking offense.

Failure to appear at a hearing as requested by appellant shall result in a forfeiture of the personal appearance and the board's decision will be based on the written

appeal.

3. **Authority:** P&T and UPD are authorized to enforce these regulations:

   A. Through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a collection agency;

   B. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane, or aisle;

   C. Through the impoundment or immobilization of vehicles for unpaid enforcement fees or display of a lost, altered, stolen or unauthorized parking permit;

   D. By the suspension, revocation or denial of campus parking and driving privileges, parking permit and garage access privileges to those who have flagrantly violated these regulations;

   E. By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a university hearing for non-payment of outstanding charges or other violations of these regulations;

   F. By barring re-admission and by withholding grades, degree, refunds and official transcript of any student for non-payment of outstanding charges in accordance with university standards;

   G. By disciplinary action against employees or students who fail to abide by these regulations;

   H. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.

   I. Violation of the university parking & traffic regulation is a misdemeanor punishable by a fine of up to $200.

4. **Proof:** The issuance of a citation reflecting the existence of any parking or traffic control device, sign, short-term spaces, signal or marking at any location on university property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these *Parking and Traffic Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the

parking permit. If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of the offense alleged was owned by an individual is prima facie proof that said vehicle was then and there stopped, parked and left standing by the individual.

5. **Responsibility:**

   A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through P&T by that person.

   B. If the vehicle does not display a valid university parking permit and is not registered through P&T to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation or other state agencies at the time of issuance of the citation and that individual's university affiliate (faculty, staff or student) are responsible for the citation.

6. **Collection Methods:** The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner and as specified elsewhere in these regulations:

   A. Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their SFA parking permit.

   B. A financial hold may be placed against students for past due debts.

   C. Any charge not paid when due may be forwarded to a collection agency or an attorney for collection. The offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the total amount due.

SECTION II: DEFINITIONS

COMMUTER: SFA students without a SFA housing assignment.

DISABLED VEHICLE: Any vehicle that has mechanical failure that prevents it from being operated at all or impedes the vehicle's operation for a period of more than three (3) weeks.

DISABLED VETERAN: Any veteran that possesses or qualifies for disabled veteran license plates, or has a disabled placard issued by the Texas Department of Motor Vehicles and provides

proof of service through Department of Defense or Department of Veterans Affairs paperwork.

EXTRAORDINARY SERVICE VETERAN: Any veteran that qualifies for or possesses specialty license plates issued by the Texas Department of Motor Vehicles indicating receipt of a Purple Heart, Congressional Medal of Honor, Distinguished Service Medal, Bronze Star Medal, Army Distinguished Service Cross, Air Force Cross, Distinguished Service Cross, Navy Cross, or indicating service as a Prisoner of War or Survivor of Pearl Harbor.

DPS: Stephen F. Austin State University Department of Public Safety, which includes the University Police Department, Office of Parking and Traffic; Public Safety Technology Department, and Emergency Management.

FACULTY/STAFF: Any person employed by the university, regardless of whether the person is employed with or without salary, including casual employees.

FLAGRANT VIOLATIONS: A clear and obvious violation of these rules and regulations, including but not limited to possession of a lost, stolen or altered permit; possession of a permit by someone other than the original purchaser; receipt of 10 or more citations within one academic year; or any violations that substantially impact the daily operations of the university or the health and safety of others.

IMMOBILIZATION: Impoundment of a vehicle in place until certain conditions are met for its release.

IMPOUND: securely hold a vehicle until certain conditions are met for its release.

MOTORCYCLE/MOPED/MOTOR SCOOTERS: A self-propelled device with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor; and a deck designed to allow a person to stand or sit while operating the device.

OFFICIAL UNIVERSITY HOLIDAY: Those days when the university is officially closed for business.

P&T: Stephen F. Austin State University Office of Parking & Traffic.

PARKING ENFORCEMENT ASSISTANT: Employee of P&T who controls the parking of motor vehicles; issues parking citations in parking lots, garages and along streets at SFA; provides guidance and directions to visitors; assists with special-event parking; provides special services such as escort, vehicle unlocks and jump starts; and immobilizes vehicles in accordance with these regulations.

PARKING PERMIT: Permit issued by P&T that authorizes parking on university property.

PARKING SPACE: An area designated for vehicle parking by pavement or curb markings or signs. Any area not so marked is not a valid parking space.

PERMIT REQUIREMENTS: a permit is required at all times on campus, with the exception of semester intersessions and official university holidays.

PRIVATE CONTRACTOR: Any person employed by a business, but not affiliated with SFA as faculty, staff or student, which has contracted to operate a business or service function of the university.

RESIDENT: SFA students who have a current SFA on-campus housing assignment.

SEMESTER INTERSESSION: the period between the day following published last day of SFA finals of one semester and the beginning of the next semester (first day of class) and SFA spring break.

SFA: Stephen F. Austin State University

SHORT TERM PARKING SPACE: Any parking space for which the payment of an hourly rate is required.

STUDENT: Any person who is or has been within the last six months registered and enrolled at the university (including but not limited to online students, special students, part-time students, auditing individuals, teaching assistant students, graders and research assistants).

UNAUTHORIZED PARKING PERMIT: Use of a permit for which the individual is no longer eligible or use of a permit that was purchased/issued to another individual.

UNIVERSITY: Stephen F. Austin State University

UNIVERSITY PROPERTY: includes all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.

UPD: Stephen F. Austin State University Police Department

VEHICLE: Includes, but is not limited to, automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars and tractors.

VENDOR: An individual or company not affiliated with the university that provides goods or services to the university.

VISITOR: Any person who is not a faculty, staff or student member or official visitor of the

university or otherwise eligible for a SFA parking permit.

SECTION III: TRAFFIC REGULATIONS

1. **Compliance:** Every vehicle operator shall comply with these regulations, state law and all traffic control devices at all times, unless otherwise specifically directed by P&T or UPD. State and local laws pertaining to operation of motor vehicles, bicycles and pedestrians on public streets apply on the campus and streets owned and operated by the university.

   Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no-parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.

2. **Special Instructions:** No person shall fail to comply with any instruction related to traffic or parking given by a university police officer or director of P&T or a P&T parking enforcement assistant.

3. **Temporary Restrictions:** The director of P&T or chief of UPD or their designee is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations or special events on campus, and by agreement with the city of Nacogdoches, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.

4. **Speed Limits:** 20 mph on campus roads, 10 mph in parking lots and service drives and 5 mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.

5. **Traffic Obstruction:** No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.

6. **Vehicles in Buildings:** With the exception of wheelchairs, ADA scooters or other devices specifically authorized by the director of P&T or chief of UPD or their designee, no person shall place, use, park or otherwise leave a vehicle within any university building other than a parking garage at any time.

7. **Sidewalks, Grass or Shrubbery:** No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by P&T or UPD.

8. **Passenger Pick-Up and Drop-Off:** No person shall stop a vehicle on any street, alley or driveway on the campus for the purpose of picking up or dropping off a pedestrian without

first drawing up to the right-hand curb.

9. **Pedestrians:** Pedestrians have the right-of-way at marked crosswalks, in intersections and on sidewalks extending across a service drive, building entrance or driveway. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley or driveway in such a manner as to obstruct or prevent the free flow of traffic.

10. **Reserved Spaces:** Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, handicapped or as loading zones. This also includes UPD business, police vehicles only, and visitors. Parking areas are generally reserved for the type of permit holder indicated by signs from 6 a.m. to 4 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (north of McKibben Education Building), 15 (HPE Complex) and 55 (Social Work Building) are reserved Monday through Friday until 8 p.m.

    A. A portion of Lot 47 (Commuter Lot), as identified by metal signs, is reserved for band practice on Monday, Tuesday, Wednesday and Thursday beginning at 3:30 p.m. Vehicles will be towed or relocated, at owner's expense, from this area during this designated time.

    B. Some lots may be reserved for tailgating events before, during and after each home football game. These reserved areas will be identified by signage placed out the day before the game designating the time the area must be clear of vehicles. Vehicles inside this area after the specified time may be towed at the owner's expense.

    C. Pecan Park (Lot 54): A portion of the spaces facing the pavilion are reserved for non-SFA park patrons ONLY.

11. **Motorcycle Spaces:** Parking spaces have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only. Motorcycles may not park in no-parking zones, fire lanes, reserved spaces or any other space.

12. **Head-In Parking:** All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled or head-in parking.

13. **Parking Designations:** Parking areas are designated by signs and/or color coding on a map obtained online at the P&T website at http://www.sfasu.edu/parking/. These signs and maps indicate the type of permit holder for which the area is reserved. Parking along Aikman Drive is reserved for All Area permit holders assigned to that lot.

    Certain parking spaces have been designated as 20-minute parking spaces. These spaces are

so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, student center offices and other designated areas.

Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime. Parking in the 20-minute spaces does not require an SFA parking permit.

SECTION IV: PARKING REGULATIONS

1. **General:** A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by P&T or UPD. Each parking lot or garage shall be defined by appropriate signs and/or painted lines (when the parking area is paved). All spaces are designated, but not every space has a sign. It is the responsibility of the permit holder to park in the authorized area. Most lots are authorized for multiple types of permits. The various classes of parking permits and their eligibility requirements, privileges, and limitations are described in detail in this regulation. Parking in a garage requires either the appropriate SFA permit, or in the case of the Student Center Garage, payment by the hour.

   A. A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Persons may complete an online permit application for the next academic year beginning April 1 and the permits will be mailed to the address provided by applicant on the first business day in August.

   B. A permit must be displayed on the vehicle no later than the first business day that the vehicle is brought on campus.

   C. Only the permit for the current academic year should be displayed.

   D. Vehicles owned by students cannot normally be registered in the name of a faculty or staff member, unless approved by the chief of police or the director of P&T or their designee.

   E. Anyone whose SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned permit is legible, then the replacement permit will be issued for $15. Otherwise, the regular fee will be charged.

   F. A vehicle should not be sold with the parking permit still displayed.

   G. Damaged parking permits should be replaced immediately through the Parking & Traffic office.

2. **Use of Parking Permits:** no person shall lend, sell or otherwise allow another person to use their permit, except as specifically authorized by these regulations. Misuse of a permit may result in confiscation of the permit without refund and a restriction on issuing permits for at least one year. Persons found displaying said permit in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).

3. **Permit Requirements:** a permit is required at all times on campus, except if parked in the Student Center Garage or the short-term paid spaces in Lot 21 or during intersessions when parking without a permit is authorized in commuter and resident spaces only. Vehicles are eligible to park only as authorized by the class of permit issued. (Section V.2, Permits, "Classes of Permits and Eligibility," sets forth the classes of permits and eligibility requirements).

   All faculty, staff, students (full or part-time) or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on university property, regularly or occasionally, are required to obtain a parking permit.

4. **Manner of Parking:** No person shall:

   A. Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by the director of P&T or the chief of UPD or their designee.

   B. Park a vehicle such that it occupies portions of more than one parking space.

   C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.

   D. Double park a vehicle.

   E. Park a vehicle in a manner that obstructs "disabled" parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.

   F. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.

   G. Park a vehicle or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use of fire lanes must be obtained through UPD.

   H. Park a vehicle in a no parking zone

   I. Park a vehicle in an area designated as a bus stop.

J. Park in a space with a barricade or remove a barricade, except as specifically authorized by P&T or UPD.

K. Park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by P&T.

L. Park or store a bicycle except at designated bicycle parking areas.

5. **Loading Zones:** Loading zones/docks are intended for the delivery of bulky items that cannot be carried long distances. The operator of a vehicle making deliveries must be actively loading or unloading the vehicle with the flashers engaged, and may not be parked in the loading zone for longer than 15 minutes. When loading/unloading is completed, the vehicle must be relocated to the assigned lot. If the loading/unloading activity will take longer than 15 minutes contact P&T for assistance.

6. **Disabled Parking:** No person shall park a vehicle in a "disabled" space without a university permit and appropriate state disabled placard or license plate. Disabled parking is provided in all parking lots on campus. These spaces are reserved 24 hours a day, seven (7) days a week for the holders of state handicapped parking placards or license plates. A current SFA permit is also required. Only the person to whom the disabled plate or placard is issued may use the permit for such parking.

   A. Handicapped permits and temporary handicapped permits are issued by the county tax assessor-collector of any Texas county.

   B. Only vehicles displaying a handicapped permit or temporary handicapped permit or license plate may park in “Reserved for Handicapped” parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit. The person for whom the handicapped permit has been issued must be with the vehicle at the time it is parked.

   C. A vehicle displaying a valid SFA parking permit and a valid handicapped permit or license plate may park in any non-reserved parking space on campus. Reserved parking spaces are reserved 24 hours a day/ seven (7) days a week for service vehicles, residence hall directors, visitors, and loading zones.

   D. Faculty/staff members who have a valid handicap placard or license plate issued by the state of Texas may purchase a commuter permit in lieu of a faculty/staff permit.

7. **Temporarily Sick or Injured Permit:** A temporary permit, valid for up to one week, may be obtained by a person who is temporarily disabled, due to illness or injury, to park in areas other than the area designated on his/her regular valid permit. An application for this permit

must be accompanied by a doctor's statement. Parking assignments will be made in keeping with available resources. Those requiring disabled parking in excess of one week must obtain a state temporary disabled placard by completing the form linked on the P&T website at www.sfasu.edu/parking.

8. **Visitor Parking:** Official visitors, not otherwise eligible for a university parking permit, may be offered no-cost visitor permits, not to exceed three days without the specific permission of the director of P&T. Visitor parking is set aside for special interest areas of the university. These spaces may not be utilized by university personnel, students or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bona fide visitors to the university. Visitors should obtain a visitor parking permit from Parking & Traffic office or the Information Booth on Vista Drive. Visitors are required to show a valid driver's license to obtain a visitor permit.

9. **Emergency Vehicle Parking:** Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.

10. **Abandoned Vehicles:** The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Ch. 683 of the Texas Transportation Code.

11. **Disabled Vehicles:** If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must immediately be reported to the University Police Department. The fact that the vehicle is temporarily disabled will be recorded, and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary, authorization must be renewed at 24-hour intervals and such authorization shall not exceed three (3) days. Temporary parking will not be authorized in areas that are not parking spaces (tow-away or no-parking zones, etc.) or in disabled parking. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.

12. **Short-term Pay Parking (Student Center Parking Garage and designated spaces in Lot 21):** Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.

13. **Student Center Parking Garage Fees:** The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Persons parking in the Student Center Parking Garage must enter the garage by pulling a ticket or use a garage permit. The forms of payment accepted by the equipment will be posted at the entrances to the garage. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.

14. **Special Events:** Any university department hosting an event on campus may request event

parking. Some of the available resources include:

- **Student Center Parking Garage:** The individual department is responsible for notifying P&T within 48 hours of the event with the number of permits/passes needed for the event. See university policy, Building Security/Special Events (F-5.) Passes for the Student Center Parking Garage will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The fee for a department to utilize the parking garage for an event is $8 per day for up to 9 passes, $6 per day if 10 or more are purchased or $3 per day if 30 or more are purchased. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).

- **Lot 21:** Pay station pin codes are available to SFA departments for special event parking for $5 each for up to eight (8) hours of parking. Pin codes for Lot 21 will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).

SECTION V: PARKING PERMITS

1. **Issuance of Permits:** The director of P&T may issue a parking permit to any employee or student of the university and vendors or contractors operating on the campus upon payment of the appropriate fee. The director of P&T shall allocate permits, at the director's discretion, among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.

   A parking permit will be issued upon application and payment of the parking permit fee to P&T. All outstanding citations or parking fees must be paid before a permit may be issued. An individual may only use one parking permit at any time. A hangtag parking permit is transferable to any passenger vehicle being operated by or for the transportation of the permit holder. Ownership of all permits remains with the university and is not transferable.

   The director of P&T may issue special permits for events to the host department. Parking areas are subject to closure by the director of P&T for special events, construction or other special circumstances. The director of P&T may establish fees for special circumstance parking, including event parking.

   Bicycles: The university does not require the registration of bicycles; however, owners are encouraged to have bicycles marked for identification purposes at UPD. Information is located on the UPD section of the website at http://www.sfasu.edu/dps. UPD will record bicycle serial number and description and make available an engraving tool to mark bicycles

for identification. There is no charge for this service.

A. Every person operating a bicycle on university property must give the right- of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.

B. Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.

C. Bicycles parked in violation may be impounded and removed by the University Police Department and a $25 fee charged for release.

2. **Classes of Permits and Eligibility:**

A. **Faculty/Staff:**

Class "AA"
Eligibility: SFA faculty and staff as designated by the president and vice presidents
Price: Refer to Appendix A for rates
Where: valid in any space on university property, except disabled spaces (unless a state disabled placard or license plate is displayed), or reserved spaces (service truck, hall director, visitor, etc.).

Class "F"
Eligibility: SFA faculty and staff, un-affiliated ARAMARK and Barnes & Noble employees
Price: Refer to Appendix A for rates
Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.).

Class "PG" – Student Center Garage Permits Eligibility: SFA faculty and staff
Price: Refer to Appendix A for rates
Where: valid for parking in the Student Center Parking Garage or in any Commuter space.

Class "M"
Eligibility: SFA faculty and staff Price: Refer to Appendix A for rates
Where: valid in any area designated for motorcycle parking.

Class "B" – Faculty/Staff Class "B" Daily Surface Permit
Eligibility: SFA faculty and staff, SFA Departments via IDT, contractors and vendors
Price: Refer to Appendix A for rates (minimum purchase of 5 permits) Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces

(unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.). These permits may not be issued to SFA students.

B. **Student**

Class "PG" – Student Center Garage Permits Eligibility: SFA students
Price: Refer to Appendix A for rates
Where: valid for parking in the Student Center Parking Garage or any Commuter space.

Class "C" - Commuter Student Surface Permit Eligibility: SFA students not living in university housing Price: Refer to Appendix A for rates
Where: valid for parking in any Commuter space.

Class "H" - Resident Student Permit
Eligibility: SFA students with a current SFA housing assignment Price: Refer to Appendix A for rates
Where: valid for parking in the Resident or Commuter spaces except levels 1 and 2 of the Wilson Garage.

Class "M"
Eligibility: SFA Students
Price: Refer to Appendix A for rates
Where: valid in any area designated for motorcycle parking.

Class "S" - Commuter Student Daily Surface Permit Eligibility: SFA students without an SFA housing assignment
Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in any Commuter space

Class "K" - Resident Housing Student Daily Surface Permit Eligibility: SFA students with an SFA housing assignment
Price: Refer to Appendix A for rates (minimum purchase of five permits) Where: valid for parking in Resident or Commuter spaces on campus except levels 1 and 2 of the Wilson Garage.

C. **Other**

Class "W" – Fitness Permit
Eligibility: Student Recreation Center members not otherwise eligible for an SFA permit. Those who are the spouse of a faculty or staff member are eligible, provided the member's SFA-affiliated spouse has purchased a valid parking permit.
Price: Refer to Appendix A for rates

Where: valid for parking in Commuter spaces and Lot 14.

Class "CV" – Contractor/Vendor Parking Permit Eligibility: Any non-affiliated vendor, salesperson, technical
representative, other service personnel (such as copier repairers) or contractor. Students, faculty and staff are not eligible for vendor/service permits.
Price: Refer to Appendix A for rates
Where: valid for parking in Faculty/Staff spaces when conducting university business, except along Aikman Drive.

Class "RF" – Retired Faculty/Staff Parking Permit
Eligibility: Any SFA retiree who does not receive compensation for employment from SFA
Price: No charge
Where: valid for parking in Faculty/Staff spaces, except Aikman Drive.

Class "DV" – Qualifying Veterans Permit
Eligibility: Any person that meets or exceeds the requirements of the Texas Department of Motor Vehicles necessary to qualify for specialty license plates defined as Extraordinary Service Veterans or Disabled Veterans by the State of Texas Transportation Code. The qualifying veteran is eligible for one permit restricted for use of the veteran.
Price: No charge
Where: Valid for parking in any space the person would otherwise qualify for this permit only. This permit exempts fees only.

Graduate Assistant Upgrade:
Eligibility: SFA graduate assistants, approved by the dean of each college, not to exceed 30 per college, per semester.
Price: $10 per semester
Where: upgraded parking to Faculty/Staff spaces in assigned lots

Dual Credit Student Upgrade: Eligibility: Dual credit high school students Price: $5 per semester
Where: upgraded parking to Faculty/Staff spaces in assigned lots.

D. **Display of Permits:** Permits shall be displayed on the vehicle according to the instructions furnished on the permit. Each academic year a permit holder who fails to display their permit will be allowed three warnings for parking in an authorized area without displaying the permit.

E. **Surrender or Removal of Permits:** Termination of relationship with SFA: A permit holder shall return their permit to SFA when the permit holder's relationship with the university terminates. Permits not returned to SFA remain active, and the permit holder is

responsible for the permit fee.

Permit holders are required to remove and surrender their permit:

i. In the case of a decal permit when there is a change in ownership of the vehicle
ii. When a replacement permit has been issued
iii. Upon revocation of the permit

F. **Expiration of Permits:** Permits expire on the date listed on the face of the permit.

G. **Payment of Permit Fees:** When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. See Appendix A: Parking Fees Table for specific permit fees.

H. **Lost/Stolen Permits:** A permit holder shall immediately report to P&T any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee (see Appendix A: Parking Fees Table). Any permit recovered after such a report has been filed must be returned to P&T immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.

I. **Permit Refunds:** A permit is non-refundable, unless returned within 10 days of the date of sale and is not transferable from the person to whom it is issued to another individual. Resale of parking permits is prohibited and will be considered a false or fictitious permit.

J. **Permit Misuse:** Misuse of any permit may result in confiscation of the permit, and no permit may be issued to that individual for at least one year thereafter. P&T is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen or altered permit, or any SFA parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Rights and Responsibilities, and faculty/staff will have the matter forwarded to the appropriate dean, director or department head for disciplinary action. Violators who are found in possession of a lost, stolen or altered permit may also be required to pay the annual cost of the permit type they fraudulently used.

SECTION VI: SPECIAL SERVICES

1. **Escort Services:** The University Police Department and Office of Parking & Traffic offer escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings and/or vehicles. To receive an escort, either request in person at the University Police Department or by telephone at 936-468-2608. The University Police Department also provides escort 24 hours a day to local hospitals for emergencies when immediate medical care is not needed. Ambulance service may be

requested for medical transport if the responding officer deems necessary. The expense for ambulance transfer is the responsibility of the person using the service. For further information on the escort service, call the University Police Department at 936-468-2608.

2. **Jump Starts and Vehicle Unlocks:** Services such as battery jump starts and vehicle unlocks are offered by the University Police Department as time permits. The University Police Department does not change flats, push cars or perform other automotive service.

3. **Special Events:** P&T employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic will have on campus parking. P&T offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be guided by:
   - Available parking spaces
   - Expected attendance
   - Costs that may be incurred by department sponsoring event
   - Expected/potential impact on regular users of the area
   - Logistical ability of P&T to manage event
   - Whether or not the event is university or non-university sponsored

SECTION VII: ENFORCEMENT

1. **Parking and Traffic Citations:**

   A. Issuance: Any person violating these regulations may receive a citation.

   B. P&T Authority: University parking enforcement assistants are authorized to write university parking citations.

   C. UPD Authority: UPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UPD may issue a court appearance for any appropriate violation. All vehicles driven on Stephen F. Austin State University property are subject to all university traffic regulations, state of Texas motor vehicle codes and city of Nacogdoches motor vehicle laws. Moving violations may be issued on a city of Nacogdoches traffic citation or filed in the office of the appropriate justice of the peace or with the city of Nacogdoches Municipal Court.

   D. Fees for parking violations may be paid in person at the university business office between 8 a.m. and 4:30 p.m. Monday through Friday, or mailed to:

Stephen F. Austin State University
c/o Business Office
P.O. Box 13053, SFA Station
Nacogdoches, TX 75962-3053

2. **Failure to Discharge Court Appearance Citations:** Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

3. **University Citations:** University citations are issued for offenses listed in Section VIII: Driving and Parking Offenses. Any person receiving a university citation must remit the amount of the charge or submit an appeal to P&T within ten (10) days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

4. **Appeals of University Citations:** Any person issued a university citation may appeal the citation within ten (10) days of the citation's issuance by completing the appropriate P&T form. Any citation that is not a warning must be appealed as described in these regulations.

5. **Failure to Pay Citation Charges:** Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Additional collection efforts may also be utilized as specified in these regulations. Ten (10) or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.

6. **Vehicle Immobilization or Impoundment:** P&T or UPD may immobilize (boot) or impound (tow/relocate to a storage area) a person's vehicle for the following reasons:

   A. the person and/or vehicle has accumulated three (3) or more past due parking citations

      All citations issued will contain a notice informing the violator that a consequence of three (3) or more outstanding citations is the potential that their vehicle may be booted or impounded.

      If the vehicle cited can be connected to a current SFA student or employee a notice of the citation will be sent to the SFA email account of the violator, otherwise a notice will be sent to the DMV address of the registered owner. Such notices will inform the violator that a citation has been issued to them and will contain information about any other outstanding citation(s) they may have.

      If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA e-mail account or to the DMV address of the registered owner of the vehicle notifying them that ten (10) days following the issuance of the third citation their vehicle will be eligible to be booted or impounded unless all of the

outstanding citations are addressed by payment or by appeal if allowed within the time limits outlined in this policy.

Each notice, both physical and e-mail, will include information about how to pay or appeal the citation(s).

Violators who believe the P&T records are incorrect, or have any questions regarding any of the citations, should contact P&T within 10 days of the date of the notification at (936) 468-PARK (7275) Monday through Friday between the hours of 7:00 AM and 5:00 PM or by email to sfaparking@sfasu.edu.

B. the person and/or vehicle is parked in violation of the terms of a conditional release

C. the vehicle is parked in an ADA space without displaying a state ADA placard or license plate

D. the driver is illegally using an ADA permit assigned to another individual

E. the driver is in possession of a lost, stolen, altered or unauthorized permit

Once a vehicle is immobilized, all outstanding citations and the immobilization or impound fee must be paid in full prior to the release of the vehicle.

The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than three (3) days may be impounded (towed to a storage area). The owner and operator are severally responsible for any booting, towing or storage fees.

No vehicle may be towed without the express approval of the university chief of police, the director of P&T or their designee.

Section 2.C. of these regulations outlines the appeal process for citations, boots and impoundments.

7. **Suspension of Parking Privileges:**

Notices of parking violations may constitute a suspension of parking privileges, and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the university.

All violations involving registration of vehicles operated on the properties of the university are violations of the law and SFA Parking and Traffic Regulations. Disposition of these citations at the university is a privilege extended by the university, which may be withdrawn at the university's option.

Violation of suspension of parking privileges may result in removal of the vehicle by tow away.

Driving and parking privileges may be suspended by P&T, UPD or the Office of Student Rights and Responsibilities if the violator has displayed a lost, stolen or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Office of Student Rights and Responsibilities if the person is a student or to the appropriate dean, director or administrative official for possible disciplinary action if the person is a faculty or staff member.

If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.

A. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the remnants of the permit issued (or the entire hanging permit) to the P&T office immediately.

8. **No Excuse:**
The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.

SECTION VIII: DRIVING AND PARKING OFFENSES

2014~~3~~-2015~~4~~ Parking Violations

Code	Violation Description	Fine
	General Violations	
A1	Displaying a valid permit, but in violation of lot or area assignment *(6a-4p M-F; Reserved lots are reserved until times indicated by signage)*	$40
A2	Parking backward in a parking space	$30
A3	Failing to display a valid parking permit	$40
A4	Not parking properly within the lines of a parking space	$30
A5	Parking in a space designated "20 minute only" for more than 20 minutes *(6a-4p M-F)*	$30
A6	Displaying a permit assigned to another vehicle	$30
A7	Display two or more valid permits	$30
A8	Failure to display proper permit on registered vehicle (three warnings per academic year, then $10 per incident)	$10
A9	Expired short-term parking	$30
	Flagrant Violations	
B1	Parking in a reserved parking space without displaying a proper permit *(plus tow fee if applicable)*	$40
B2	Parking a vehicle in a no-parking zone *(plus tow fee if applicable)*	$40
B3	Parking in any manner which obstructs vehicular traffic *(plus tow fee if applicable)*	$40
B4	Parking in a manner which obstructs a crosswalk *(plus tow fee if applicable)*	$40
B5	Parking in a fire lane *(plus tow fee if applicable)*	$75
B6	Parking in a tow-away zone *(plus tow fee if applicable)*	$40
B7	Parking in a loading zone or service driveway *(plus tow fee if applicable)*	$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking *(plus tow fee if applicable)*	$40
B9	Parking on campus while parking privileges are suspended *(plus tow fee if applicable)*	$150
C1	Moving a barricade or parking within any barricaded area *(plus tow fee if applicable)*	$40
C2	Using a forged, altered, false, fictitious or stolen permit *(plus tow fee if applicable)*	$150
C3	Falsifying or altering vehicle registration information *(plus tow fee if applicable)*	$100

C4	Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard *(plus tow fee if applicable)*	$150
C5	Having a vehicle towed from campus	**
C6	Citation with move	$40
C7	Vehicle moved to another location on campus	**
C8	Vehicle has been wheel locked	$75
C9	Parking in violation of the direction of a traffic control officer	$40
C10	Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	$150
C11	Improper exit from a university parking garage (plus maximum daily fee due)	$75
C12	Parking in a garage without payment (limited to once a semester)	$15

Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.

** *Rates will be posted in the P&T office after competitive bid process.*

APPENDIX A: PARKING FEES TABLE

201~~3~~-201*5*4 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit Type	**Description**	**Annual**		
AA	Faculty/Staff AA Permit	*see below		
F	Faculty/Staff Assigned Lot Permit	*see below		
PG	Annual Student Center Garage Permit	$825	NA	NA
	Semester Student Center Garage Permit	$410	$410	$410
M	Motorcycle Permit	$ 60		
B	Faculty/Staff Daily Permit	$3/Day	$3/Day	$3/Day
Student				
Permit Type	**Description**	**September 201~~3~~*14***	**January 201~~4~~*15***	**May 201~~4~~*15***
PG	Annual Student Center Garage Permit	$825	NA	NA
	Semester Student Center Garage Permit	$410	$410	$410
C	Commuter Permit	$~~100~~*112*	$ ~~67~~*76*	$ ~~34~~*37*
H	Campus Resident Permit	$~~133~~*145*	$ ~~90~~*99*	$ ~~45~~*48*
	Campus Resident Second Vehicle	$ ~~94~~*106*	$ ~~89~~*69*	$ ~~64~~*34*
S	Commuter Daily Permit	$3/Day	$3/Day	$3/Day
K	Campus Resident Daily Permit	$3/Day	$3/Day	$3/Day
M	Motorcycle Permit	$ 60	$ 43	$ 22
Miscellaneous				
Permit Type	**Description**	**September 201~~3~~*14***	**January 201~~4~~*15***	**May 201~~4~~*15***
W	Fitness Permit	$ 20	$ 20	$20
CV	Contractor/Vendor Permit	$170	$114	$58
T	Trailer Permit	$ 50	$ 33	$17
RV	Occupied Recreational Vehicle**	$ 40		
DV	Qualifying Veteran Permit	$0		
*** Per night, after four (4) days*				

Student Center Garage Hourly Parking	
0-30 Minutes	No Charge
First Hour	$2
Each Hour Thereafter	$1
Maximum Daily Charge	$8
Lost Parking Ticket	$15

Short-Term Paid Parking Lot 21	
First Hour	$2.00
Each Hour Thereafter	$1.00
Fees	
Replacement Permit	$15
Bicycle Release Fee	$25
Lost/Stolen Replacement Permit	$25
Grad Assistant Upgrade	$10
Dual Credit Upgrade	$ 5

*Faculty/Staff or Other Government Agencies Annual Permit Fees						
Salary $19,999.99 and Less	Salary $20,000 - $39,999.99	Salary $40,000 - $59,999.99	Salary $60,000 - $79,999.99	Salary $80,000 - $99,999.99	Salary $100,000 - $119,999.99	Salary $120,000 and above
$36	$60	$84	$108	$132	$156	$180

FS permits are prorated monthly

Cross Reference: Parking and Traffic Regulations and Information, Tex. Educ. Code §§ 51.201-.211, 54.505; Tex. Transp. Code § 681.008, Ch. 683

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Chief of University Police

Forms: None

Board Committee Assignment: Academic and Student Affairs

Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs

Original Implementation: December 6, 1979
Last Revision: ~~January 28, 2014~~*April 15, 2014*

The provost and vice president for academic affairs will conduct an annual performance review of each administrator who reports directly to the provost's office. The ~~performance~~ review will focus on ~~whether responsibilities outlined by university policy or included in specific assignments have been fulfilled~~*the performance of assigned responsibilities*.

During the second year of service and once every three years thereafter, the ~~performance~~ review will be augmented by written input from peers, *including* ~~(~~*appropriate* deans, ~~chair/directors~~*academic unit heads*,~~) and appropriate~~ faculty and administrative staff. The provost and vice president for academic affairs ~~will develop~~*is responsible for developing* the survey questions ~~in consultation with appropriate administrators and the president~~.

~~Once completed, t~~*T*he provost and vice president for academic affairs will submit *a summary* ~~all review~~ report~~s~~ to the individual reviewed and the president.

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Purchase of *Demonstrator or* Used Equipment ~~or Supplies~~

Original Implementation: June 1, 1983
Last Revision: ~~April 19, 2011~~*April 15, 2014*

~~It may occasionally be necessary or advantageous to purchase used or demonstrator equipment and supplies.~~ *Demonstrator Equipment: A department may request that a vendor place demonstrator equipment on campus for testing to determine if the equipment will meet the university's needs. The decision to purchase such demonstrator equipment does not override best value procurement or delegated purchasing policies and procedures. The purchase of demonstrator equipment will not be considered official until a purchase order is issued by the procurement office.*

Used Equipment: A requisition ~~must~~ *or a p-card may* be ~~submitted~~ *used* to initiate the purchase of used ~~or demonstrator~~ equipment. *In either case, the department must submit evidence to* ~~*Property and*~~ *Procurement and Property Services that justifies the purchase of used equipment.* ~~The procurement department representative will work closely with the requisitioning department to secure the required documentation:~~

Purchase of demonstrator or used equipment shall be in accordance with Best Value Procurement (17.1) and Delegated Purchasing Authority (17.5) and other procurement procedures relating to required documentation.

~~**For Orders $5000 or Less:**~~

~~The purchaser must include the following statement on the purchase order and insure that the vendor receives a copy of the purchase order:~~

~~"By delivering the goods named herein, the seller warrants that the goods shall conform to the description stated herein and shall perform and/or serve the ordinary purposes for which such goods are used. Goods failing to meet the above warranty may be returned to the seller, at no cost to the university, within 30 days of the receipt of goods. Notwithstanding, other warranty terms exceeding that stated herein shall prevail."~~

~~**For Orders Greater than $5000:**~~

1. ~~The purchaser must complete a best value solicitation in accordance with the appropriate procurement rules; or~~

2. ~~The department must submit a Sole Product/Sole Source Justification form, if available from only one source;~~

~~3. The purchaser or department must secure a letter or signed statement from the vendor guaranteeing the quality and condition of the goods.~~

~~After the appropriate documentation is obtained the purchaser will proceed with placing an order for the used or demonstrator equipment or supplies.~~

Cross Reference: Tex. Educ. Code § 51.9335; *Best Value Procurement (17.1); Delegated Purchasing Authority (17.5);* Purchase Requisition (17.19)~~; Proprietary Purchases (17.15)~~

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: ~~Purchase Requisition;~~ Sole Product/Sole Source Justification

Board Committee Assignment: Finance and Audit

Receipts and Deposits

Original Implementation: Unpublished
Last Revision: ~~October 22, 2012~~*April 15, 2014*

Purpose

This policy provides procedures and guidelines to all Stephen F. Austin State University (SFA) departments handling receipts and deposits. Procedures have been established to encourage an effective administration and internal control of receipt-handling operations throughout the university. Note: The term "receipts," as referenced in this policy, is deemed to include currency, coins, personal checks, bank drafts, money orders, traveler's checks, cashier's checks, credit card transactions, debit card transactions, wire transfers, and any other method of receiving funds.

Authority and Responsibility

The university has delegated the authority and responsibility for establishing policies and procedures for all receipt-handling activities to the ~~Office of the Controller~~*controller's office*. In carrying out this duty, the controller's office is responsible for:

1. Establishing and enforcing policies and procedures governing the receipt, handling, custody, and disbursement of funds.
2. Requiring the establishment and maintenance of records accounting for funds received and paid by the university.
3. Opening and closing bank accounts and transferring funds among such accounts as necessary and prudent, considering current interest rates and collateral levels.
4. Establishing and authorizing procedures for granting, maintaining, and terminating the departmental collection of university funds.

Applicability

This policy is applicable to every university department, administrative office, and affiliated organization that handles receipts for any university-related function. Employees that handle receipts on behalf of the university are required to be familiar with the provisions of this policy. Additionally, the ~~Office of the Controller~~ *controller's office* or ~~Department of A~~*a*udit ~~S~~services may perform periodic audits of any department with receipt-handling operations.

Summary

Any individual handling university receipts is responsible to the university for proper security and accountability. Due to the personal liability involved in performing receipt-handling functions, it is important that only authorized employees accept funds for university business. *In rare instances, non-employees (i.e. students or volunteers) may be authorized to accept funds for the university if written approval is obtained from the bursar. In these cases, an employee is*

responsible for ensuring that these persons are properly trained and receipts are handled appropriately. All persons accepting funds for the university ~~Employees~~ are required to appropriately safeguard, account for, and document all receipts received on behalf of the university. Applicable university discipline and/or discharge policies will be followed in the imposition of sanctions related to a violation of this policy.

Guidelines

Segregation of Duties

Receipt-handling operations must be subject to daily supervisory review and management. To minimize the potential for mistakes or misappropriation of receipts, the segregation of receipt handling duties is recommended. The duties of collecting receipts, maintaining documentation, preparing deposits, and reconciling records should be separated among different individuals. In departments where the separation of duties is not feasible, strict individual accountability and thorough management supervision and review is required.

Written Departmental Procedures

In addition to the receipt-handling procedures established in this document, each department that handles receipts is required to have its own internal policies and procedures for receipts. Written procedures should minimally include authorization of person(s) to collect receipts; maintenance of receipt books; security and reconciliation of receipts; preparing, approving, and depositing receipts at the business office; over/short procedures; and a procedure to notify the appropriate campus authority in the event of a loss.

In addition, it is the responsibility of the department head or supervisor to ensure that all employees with receipt-handling responsibilities have receipt-handling duties included in their job description.

Safekeeping

Departments handling receipts are responsible for the safekeeping of these university assets. Physical security should be emphasized to every employee involved in receipt handling. The following general guidelines should be followed to help maintain the integrity of those areas handling receipts:

- Unauthorized persons are not allowed in areas where receipts are handled.
- If possible, doors should be locked at all times in areas where receipts are handled. Safe doors should be kept closed during working hours and locked at times when it is not necessary to be in and out of the safe.
- Large sums of cash should be counted and handled out of sight of the general public.
- Individuals should keep working funds to a minimum at all times. Excess funds should be in a locked device or deposited with the business office.
- Cash and receipts should **NEVER** be unattended. This applies to cash registers, desktops, cash drawers, and any other place in which cash is located. If an employee leaves his or her

workstation for any reason, regardless of how briefly, cash and receipts must be appropriately secured in a locked place.

- For overnight storage and during other periods when cash is not being used, it should be kept in a secure place, either a safe or locked container.
- If a safe location is not available within the department, the cash and receipts should be brought to the business office on campus for safekeeping.
  - The cash and receipts should be kept in a locked bank bag provided by the business office.
  - The department name and responsible party should be noted on the outside of the locked bag.
- If a safe location is not available within the department, and the business office is not open, the cash and receipts should be brought to the University Police Department (UPD) in a locked bag.
- Under no circumstances should an individual keep university cash with their own personal funds, deposit university funds in a personal bank account, or take university funds to one's home for safekeeping.
- Checks should always be properly restrictively endorsed upon receipt.

Custodian Responsibilities

For purposes of this policy, the custodian is anyone who handles cash and receipts. The custodian is responsible for:

The adequate and appropriate safekeeping of the university monies - While using cash funds for daily operational activities, procedures should be established to maintain a safe and secure working environment to ensure the safeguarding of funds and safety of personnel. Employees should be well informed of their responsibilities for handling cash and receipt transactions and being accountable for those funds. The custodian must see that appropriate internal control measures are enforced.

When not being used for operational activities, all cash and receipts should be kept in a safekeeping device, either a safe or locked container. Lock combinations and the custody of keys should be maintained by one person. These items should not be stored in an unlocked desk drawer or unsupervised area. For strictly emergency situations, the department head or other designated employee should have the safe combination or an extra set of keys.

Maintaining current and accurate records of the funds - The records should provide clear documentation of receipts from the time of collection to the time of deposit. This documentation should always be readily available for audit by the ~~Office of the Controller~~*controller's office*, ~~Department of Audit Services~~*internal or external auditors*, or the department head. Specific information on appropriate documentation can be found under the heading "Receipts Procedures."

Overages and Shortages

Both overages and shortages should be noted and tracked by the custodian and then reviewed and certified by a supervisor or department head. Significant amounts should be immediately reported to the department head and the controller's office. If there appears to be a growing pattern or anything unusual or abnormal about the overages and shortages, that information must be disclosed immediately.

Refunds

A refund is the return of funds for a transaction that occurred on a prior business day. Refunds cannot be made directly through the use of petty cash funds, change funds or funds received from cash receipts, unless specifically authorized by the business office. All refunds should be processed by the completion of a purchase voucher in adherence to the procedures as established by the controller's office, depending upon the type of transaction involved. Petty cash funds, change funds, or funds received from cash receipts **must not** be used to reimburse employees for out-of-pocket expenditures. These reimbursements will be made in accordance with procedures developed by the controller's office. All funds must be deposited *into a university account before a*~~. No~~ department may use ~~any~~*the* receipted funds~~ for any purpose~~.

Receipts Procedures

Training Requirements

Mandatory receipts training is required of all employees whose job duties include the acceptance, record keeping, and deposit of university receipts. Training should be arranged with the business office. Employees are required to do follow-up training annually.

New hires will be given information stating the need for receipts training at the new employee orientation.

Receipting Revenues

University departments that collect receipts must have an established departmental procedure for documenting all receipts. Computer generated receipts, cash register receipts, or pre-numbered receipt books or tickets are acceptable forms of documentation. All pre-numbered receipt books are issued by the business office. All other receipts issued must be approved by the business office as to form.

As a minimum, receipt documentation should include:

1. Payer's name
2. Amount of payment
3. Mode of payment (cash, check, credit card, money order, etc.)

4. Check or money order number, if applicable
5. Purpose of payment
6. Date of payment
7. Initials of employee collecting funds

The above applies to receipts collected directly from individuals, as well as receipts received through the mail, over the Internet or by phone. With prior approval by the business office, departments that receive large volumes of checks by mail (such as application fees) may document their receipts by creating a spreadsheet which contains the information above. The check number, date of receipt, initials of the employee, and the amount must be noted on the face of the application or documentation received with the payment. The spreadsheet must be reconciled to the group of checks.

Canceled/Voided Transactions

The same-day cancellation of a transaction must be approved by a supervisor. Upon approval, the original receipt should be voided and the payment returned to the customer. The customer should sign the voided receipt acknowledging the transaction.

Manual Cash Receipt Books

Manual pre-numbered cash receipt books may be obtained from the business office only. Receipt books will not be placed in campus mail. The business office will document the distribution of each receipt book. Documentation will include:

1. Department name
2. Department account number
3. Numbers of each book distributed
4. Signature by the person receiving the book(s)
5. Description of what the receipts book(s) will be used for

Each person issuing receipts and/or making deposits **MUST** have receipt training in order to ensure the proper procedures are followed. The business office will provide this training (see Training Requirements, above).

The receipts **MUST** be used in consecutive order. If more than one person in a department is issuing receipts, each person should be assigned their own book and be responsible for the maintenance and deposit of revenue recorded in that book. All receipts, including voided receipts, MUST be accounted for. The original (white) receipt is given to the customer. The green copy of each receipt is to be sent to the business office along with a Deposit Summary Form (approved by the business office as to form).The yellow copy of each receipt should remain in the receipt book for reference purposes.

Note: It is the department's responsibility to retain all documentation pertaining to deposits.

Record retention schedules (see Records Management (2.9)) must be adhered to for all receipts, receipt books, Deposit Summary Forms, and any other backup. Documentation should be destroyed in accordance with the approved SFA Records Retention Schedule.

Reconciling Cash and Receipts

Cash receipts **must** be reconciled. On days when cash is collected, a reconcilement must be performed at the close of the business day when possible, and no later than the beginning of the next business day. Cash, checks and credit cards must reconcile with the daily receipts. All receipt numbers (including voids) utilized for the day's business must be accounted for.

At a minimum, the supervisor must perform a monthly reconciliation of receipts to deposits, verifying that the amounts receipted were actually deposited and credited to the appropriate accounts in the Banner System. Depending upon the volume of transactions, weekly or daily reconcilements may be more appropriate. The business office can assist in determining the frequency. Under no circumstance should this reconciliation be performed by the same individual who receipted the funds. The supervisor must keep written documentation of the reconciliations and report any discrepancies to the controller's office immediately.

Payment Acceptance

Acceptable with Proper Identification:

Cashier's Check A check purchased at a bank for any amount; the bank completes all information on the face of the check with a bank officer signing as the maker.

Certified Check A personal check guaranteed by the bank; the check is stamped "certified" and signed by a bank officer.

Money Order An instrument purchased at a bank, post office, or other business establishment for any amount that orders a sum of money to be paid to someone else.

Traveler's Check A special check supplied by banks or other companies for the use of travelers; these checks already bear the purchaser's signature and must be countersigned in the cashier's presence.

Personal Check A written order payable on demand, drawn on a bank by a depositor; a personal check is written against an individual's funds as opposed to a cashier's check, certified check, money order, or traveler's check, all of which are written against or guaranteed by bank funds.

Starter Check A non-personalized encoded check that a person receives from a bank when they establish a checking account. These are for the person's use prior to receiving encoded checks from the bank. Starter checks **should only be accepted if the bank has encoded the routing number and account number on the bottom of the check.**

Unacceptable without permission of the business office:

Counter Check A non-personalized, non-encoded check that is available at most banks.

Third-Party Check A check made payable to a person or organization other than the one accepting or cashing the check (for example, a paycheck).

Foreign Check A check written on a foreign bank (e.g., a Canadian bank) not specifically prepared as U.S. currency. The maker's address might be outside the United States; however, it is the bank's address that must be examined.

Every check or money order must be reviewed for completeness as follows:

Item	Verification
Account holder's name, address, phone number	Verify the information is included on the check. A daytime phone number is preferred.
Bank coding and holder's account number	Observe that the check has the customer's bank account and routing number encoded on the bottom along with the bank and check number.
Payee	Must be payable to Stephen F. Austin State University, SFA, or SFASU.
Information	Departments accepting checks in person should record legibly the following items on the face of the check: the issuing person's **driver's license number, date of birth (DOB), the accepting department, and the accepting employee's initials**.

Credit Cards:

Stephen F. Austin State University accepts the following credit cards:

- Visa ~~(for non-student payments only)~~
- American Express
- MasterCard
- Discover

When accepting credit cards, the following guidelines should be observed:

- Credit cards shall be accepted for no more than the amount of purchase.
- The expiration date and security code are required.
- If information is received by phone, a contact phone number must be included.
- All credit card information should be considered confidential and must be protected (see Payment Card Acceptance and Security (14.8)).

Specific instructions for handling credit card transactions will be conducted during receipt training.

Signage

At the location where funds are collected, each department must have signage in place with the following information.

- MAKE CHECKS PAYABLE TO SFASU
- PLEASE ASK FOR A RECEIPT
- RETURNED CHECK FEE WILL BE CHARGED
- NO FUNDS LEFT OVERNIGHT

Endorsement Stamps

Each department must restrictively endorse all checks ***immediately*** upon receipt. This prohibits the negotiation of the check if it is stolen. Endorsement stamps can be obtained from Printing Services and read: "Stephen F. Austin State University, For Deposit Only". The department should include the department's name under the endorsement, so lost or stolen checks can be traced back to the department if found.

Deposits of Cash and Checks

Some university departments are authorized to make deposits directly to the bank in a locked bag via courier service provided by the UPD. These departments include: student center business office, Fine Arts ticket office, and Athletics. Other departments may request such authorization from the business office. All other departments will hand deliver their deposits in a locked bag to the business office or to one of the above named departments (upon approval by the business office). Each department that makes deposits shall submit the following to the business office on the deposit date:

- Deposit Summary Form
- the green copies of the receipts or the cash register tapes

Deposits must be brought to the business office (or above named departments) within 5 calendar days or when $100 or more in receipts have accumulated, whichever comes first. Deposits must not be mailed to the business office.

All checks must be restrictively endorsed immediately upon receipt.

Preparing and Making the Deposit

It is the responsibility of the department to accurately count all currency and checks collected. It is recommended that a second individual recount the currency and checks before completing the

deposit.

A Deposit Summary Form must be completed and submitted to the business office with each deposit. The green copies of the receipts or the cash register tapes must also be included.

Currency

- All currency must be separated by denomination and presented face up and facing the same direction.
- An adding machine tape should be included with the breakdown of the amounts for each denomination.
- The adding machine tape must have a clear 0.00 at the top.
- Coins must be counted and submitted in coin wrappers.
- Coins in excess of wrapper amounts should be secured in an envelope with the enclosed amount noted.

Checks

- All checks must face the same direction for expediting the bank processing.
- An adding machine tape must be included showing the total amount of checks being deposited.
- A second adding machine tape must be included verifying the total previously calculated.
- The adding machine tapes must have a clear 0.00 at the top.

Sales Tax

Departments are responsible for collecting any applicable sales tax and reporting it to the business office on the Deposit Summary Form.

Cross Reference: Payment Card Acceptance and Security (14.8); Records Management (2.9)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: Deposit Summary Form

Board Committee Assignment: Finance and Audit

Returned Payments

Original Implementation: September 1, 1987
Last Revision: ~~April 19, 2011~~*April 15, 2014*

A returned payment is defined as any payment by check, credit card, debit card, draft or other format which is returned to the university unpaid due to no fault of the bank or the university. The business office ~~shall~~*may* assess a returned payment fee plus applicable sales tax for each such returned item. Returned payments on *employee,* student or departmental accounts may be submitted for collection to a ~~check verification and~~ collection service or the county attorney. Returned payments on student accounts will be treated as outstanding charges until paid. Delinquent accounts will be subject to the university's policies and procedures for handling student accounts receivables. If a delinquent account is turned over to a collection agency *or attorney*, applicable ~~charges~~*fees* assessed by the collection agency *and/or attorney* will be charged to the student's account.

Returned payments received from departmental deposits will be charged back to the originating account and the applicable department will be notified. If a returned payment is received from a donor, the university will coordinate the charge back of the gift through the development office. The development office may make contact with the donor for resolution.

Returned Payment Consequences

After receipt of three returned payments from any individual, organization or business, the university reserves the right to refuse certain types of payments from those payors, and may demand payment by cash, cashier's check, *debit card,* credit card or money order. Additionally, legal action may be taken.

Employees with returned payments ~~must~~*should* make restitution to the university within ten business days of notification. ~~Failure to make restitution within ten business days of notification may result in disciplinary action.~~*If upon termination the employee has not reimbursed the university for returned payments and any applicable service changes, the university may reduce or withhold any payments due to an employee by amounts due the university, in accordance with Texas law.*

Cross Reference: Check Cashing (3.7)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit

Scholarship Disbursement

Original Implementation: March 9, 1988
Last Revision: ~~October 18, 2010~~*April 15, 2014*

~~Scholarships are one form of financial aid.~~

Title 20, Subchapter IV of the *U.S. Code (Title IV of the* Higher Education Act of 1965 ~~(~~as amended) governs federal student financial aid programs. This law requires participating institutions to have a central source to coordinate all financial awards to its students. All disbursements of financial assistance *at the university*, other than student employment or graduate assistantships, *are* ~~should be~~ coordinated by the Office of Student Financial ~~Aid~~*Assistance*.

All scholarships ~~shall~~*will* be recorded on and distributed through the financial aid management system. Prior to disbursement of any financial aid, debt owed by the student to the university ~~shall~~*will* be deducted from the amount of the scholarship.

1. The committee or academic unit selecting a scholarship recipient must send *a notification that contains the necessary information* to the *Office of Student* Financial *Assistance*~~Aid Office Scholarship Coordinator a notification that contains the necessary information~~.
2. The academic unit must provide any special criteria associated with the scholarship.
3. Once disbursement is made, the scholarship ~~must be~~*is* credited to the student's account. Any remaining funds ~~shall~~*will* be issued to the student.
4. In order to credit scholarship funds to accounts of students who have pre-registered, requests for disbursement must be received by the *Office of Student* Financial *Assistance*~~Aid Office~~ *at least* ten business days before the first class day of each semester.
5. ~~The account manager of the scholarship program shall determine whether funds should be repaid i~~*I*f ~~the~~*a* student withdraws from the university or no longer meets ~~the~~ eligibility criteria, *the scholarship program account manager will determine whether funds should be repaid and notify the Office of Student Financial Assistance*. ~~In such situations, the account manager must notify the Financial Aid Office whether to charge back the funds and issue a bill to the student.~~

Cross Reference: Title IV of the Higher Education Act of 1965 *(HEA), as reauthorized by the Higher Education Opportunity Act (HEOA), Pub. L. No. 110-315,* 20 U.S.C. § 1070.

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Director of *Student* Financial ~~Aid~~*Assistance*

Forms: Disbursement Request Form, email or memo

Board Committee Assignment: *Academic and Student Affairs*

Selective Service Registration

Original Implementation: October 26, 1999
Last Revision: ~~April 19, 2011~~*April 15, 2014*

~~Effective September 1, 1999 a~~*A*ll male citizens/nationals from eighteen up to twenty-six years of age must provide proof of registration or proof of exemption from registration with the selective service system prior to beginning employment with Stephen F. Austin State University. ~~Please note that the age requirement is **up to** the individual's 26th birthday.~~ Upon attaining the 26th year of age, the registration verification process is no longer applicable.

This verification requirement is applicable to all categories of employees including faculty and student employees, staff employees, and temporary and casual employees.

The registration requirement does not apply to a person employed by SFA before September 1, 1999 as long as the person's employment by SFA is continuous. The following persons are exempt from the requirement to register:

- Females.
- Lawfully admitted non-immigrant aliens on visas (such as those men on visitor or student visas and members of diplomatic or trade missions and their families) because they are residing in this country temporarily.
- Members of the Armed Forces on full-time active duty, including cadets and midshipmen at the United State service academies.
- All males who have reached age 26.

The following guidelines should be followed for the employment process:

1. Any offer of employment is considered conditional until proof of registration is documented.
2. This information will be gathered by ~~the Department of H~~*h*uman ~~R~~*r*esources during the new employee orientation process. At that time, the data is ~~entered~~ *verified* in a government database and if the individual is not registered, he must do so immediately in order to be eligible for state employment.

Cross Reference: Tex. Gov't Code § 651.005

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: SFA Selective Service Registration Verification Form

Board Committee Assignment: Academic and Student Affairs

Student Evaluation of Instruction

Original Implementation: April 20, 1999
Last Revision: ~~October 18, 2010~~*April 15, 2014*

Students will have the opportunity to evaluate instruction for all courses in all semesters through the university's online evaluation system~~The instruction of each section of each course shall be evaluated each semester by students~~. *Members of the academic unit may determine additional evaluation*~~The format,~~ instruments and ~~evaluation~~ procedures ~~will be determined by the academic unit~~. Evaluation data are used for a variety of ~~important~~ purposes *including improvement of instruction and personnel decisions.*~~included, but not limited to:~~

- ~~course and program improvement, planning, and accreditation;~~
- ~~instruction evaluation purposes;~~
- ~~assistance of faculty members in their continuous instructional improvement; and,~~
- ~~assistance of faculty and administrators in making recommendations related to personnel decisions.~~

Cross Reference: Faculty Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

Student Organization Formation and Recognition

Original Implementation: Unpublished
Last Revision: ~~April 23, 2013~~*April 15, 2014*

Stephen F. Austin State University ~~acknowledges~~ *recognizes* the right of enrolled students to form voluntary organizations for purposes that are not forbidden by state or federal law.

Student organizations will be recognized with one of the following designations:

Temporary–designation given to proposed student organizations during their formation process. Temporary designations last no more than 90 days. Temporary organizations are not eligible for funding from the Student Organization Reserve Fund (SORF).

Probationary–newly formed student organizations are designated as probationary for a 12 month period. During this time, these groups may not use the name or registered marks of the university as a part of their name. Probationary organizations are not eligible for SORF Funding.

Recognized–organizations that have been in existence for at least 12 months and are in good standing with the Office of Student Engagement. Recognized organizations are eligible for SORF Funding.

Sponsored–organizations sponsored by a university department and designated as such by the Office of Student Engagement. Sponsored organizations are not eligible for SORF Funding.

In order to form a recognized student organization, a group must:

1. Have four (4) students (in good standing *as defined by SFA General Bulletin*) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial Registered Agent. The Registered Agent is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization's Registered Agent.
2. Select an advisor from the faculty/administrative staff who is a benefits-eligible full-time university employee.
3. Complete required risk management training as administered by the Office of Student Engagement Programs with a minimum of four (4) officers participating.
4. Complete and submit all of the documents required in the Student Organization Formation Packet. This packet is available in the Office of Student Engagement Programs.

A group seeking recognition must not:

1. Be a commercial enterprise.
2. Be an unsolicited and/or unrecognized auxiliary of a larger organization.
3. Allow minors to become organizational members unless they are full-time enrolled students at Stephen F. Austin State University

Applications for recognition can be made at any time during the year. The Office of Student Engagement Programs may grant a group temporary recognition while they are finalizing their formation paperwork and securing an on-campus advisor. The length of temporary recognition shall be no more than 90 days.

The ~~D~~*d*irector of ~~S~~*s*tudent ~~E~~*e*ngagement will review the application for recognition when it is complete and determine whether recognition is granted.

REQUIREMENTS FOR MAINTAINING RECOGNITION

The authority of an organization to function as a student organization may cease upon:

a. the removal or resignation of the advisor, unless a qualified replacement is registered within 90 days.
b. violation by the organization of any rules or regulations of the university, state or federal law.
c. failure by the organization, its officers or advisor(s) to adhere to the requirements set forth by the university.
d. the organization remaining in an inactive status for three or more long semesters.
e. failure to provide acceptable documentation of affiliation with any parent organization when requested.

Students selected, elected or appointed as a student organization officer (an officer is an individual in a leadership position as defined in the organization's constitution) shall be in good standing with the university and:

For undergraduates, be enrolled for six (6) or more credit hours during their term of office.

For graduate students, be enrolled for four (4) or more credit hours during their term of office.

All meetings and activities of each student organization shall be subject to, and held under, all applicable university regulations and policies. Student organizations must abide by the ~~P~~*p*olicies and ~~P~~*p*rocedures set forth by the SFA Board of Regents including the Student Conduct Code.

Being recognized as a student organization is an awarded privilege, not a right, and requires

responsibility on the part of the membership of the organization for meeting university requirements for student organizations.

All student organizations must register with the Office of Student Engagement Programs as often as is required. At the time of registration, all information requested on the registration documents must be supplied. A constitution that provides information on the structure, purpose and operation of the organization must be provided and kept on file in the Office of Student Engagement Programs, reaffirmed by the organization on an annual basis and updated whenever the document is revised.

~~Any student organization registering with less than four (4) members, who are currently enrolled students at Stephen F. Austin State University, will not be eligible for funding through the Student Organization Reserve Fund (SORF).~~

A minimum of four (4) officers must complete the annual ~~R~~*r*isk ~~M~~*m*anagement ~~T~~*t*raining administered by the Office of Student Engagement Programs.

RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS

Aside from the supervision exercised by university departments over the Student Activities Association, Student Government Association, Residence Hall Association, and certain other social and cultural activities conducted on the campus of Stephen F. Austin State University, the university recognizes registered student organizations as independent entities and assumes no *responsibility or liability* for their programs or activities. Some organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments.

University employees (excluding student employees) should not serve as officers within a student organization, other than fulfilling the role of advisor. ~~University employees should not serve as officers within a student organization, other than fulfilling the role of advisor.~~ No employee of the university has the authority to open a bank account in the name of, or for the benefit of, any student organization nor should any employee be included as an allowable signatory on any off-campus bank account of any student organization.

~~While Level Two student organizations may use the name of the university as a part of their name, the name of the university, including any abbreviations,~~ *The name of the university (including abbreviations)* may not be used within the name or description of any off-campus banking account established and/or maintained by any student organization.

Responsibility for any views expressed in a meeting or activity of a student organization is solely that of the individuals concerned and the university is not to be held to approve or disapprove such views, whatever their nature. The university is to be concerned exclusively with the

discharge of its educational obligation and to facilitate free discussion of all points of view to the extent constitutionally guaranteed.

Cross Reference: Stephen F. Austin State University Web Pages; Student ~~Organization~~ Handbook; U.S. Const. amend. I, XIV; Student Organization Risk Management Training (10.10)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Student Engagement

Forms: Student Organization Formation Packet

Board Committee Assignment: Academic and Student Affairs

Training and Certification of University Vehicle Operators

Original Implementation: May 4, 1983
Last Revision: ~~October 21, 2013~~*April 15, 2014*

Driver certification is required for any university employee who must drive a university vehicle within the scope of his/her employment. For the purposes of this policy the term, "university vehicle," means any vehicle owned or leased by the university.

~~1. For the purpose of this policy, the following definitions shall apply.~~

~~a. "Operate" means to be in actual physical control of a motor vehicle upon a highway.~~
~~b. "Highway" means the entire width between property lines of any road, street, way, thoroughfare, or bridge in this state not privately owned or controlled, when any part thereof is open to the public for vehicular traffic and over which the state has legislative jurisdiction under its police power.~~
~~c. "University" means Stephen F. Austin State University.~~
~~d. "Approved Driver Certificate" means a certificate issued by the university based on prescribed training, demonstrated proficiency and satisfactory driving record.~~
~~e. A "hazardous traffic violation" means any act committed in connection with the operation of a motor vehicle on a public street or highway, which constitutes a hazard to traffic and is prohibited by state law or city ordinance." Hazardous violations shall include parking on pavement and all equipment violations except overweight violations.~~
~~"A satisfactory driving record" means a driving record in which an employee has less than ten points accumulated for traffic-related violations during the last three years and has no violations occurring during the last seven years according to the point system provided in this policy.~~

To operate a university vehicle an employee must be designated by their employing department, college, or division as a driver and be certified as an approved driver by the SFA Department of Public Safety (DPS).

To obtain certification a driver must submit an application, available from the SFA DPS, and provide evidence of the following:

- *An appropriate, valid Texas driver's license, or a valid out of state license if the employee is an active duty member of the military or reserves;*
- *Satisfactory completion of a course of defensive driving; and,*
- *A satisfactory driving record from the Driver Records Division of the Texas Department of Public Safety, or out of state driver records bureau if the employee is an active duty member of the military or reserves.*

~~In~~*When* determining *an* employee*'s* eligibility for ~~an Approved Driver Certificate~~*certification*~~,~~, the *applicant's driving record will be reviewed and the* following points ~~shall~~ *will* be assessed for convictions of traffic related violations:

- Four *(4)* points for any hazardous traffic violation which ~~does~~ contributes to a traffic accident.
- Ten *(10)* points for any of the following:
  - Driving while intoxicated
  - Aggravated assault with motor vehicle
  - Driving under the influence of drugs
  - Murder without malice with motor vehicle
  - Homicide by vehicle
  - Failure to stop and render aid

A*n applicant* ~~person~~ with a *total of* 10 ~~-~~point*s or more* ~~violation~~ on his *or her driving* record within the past seven *(7)* years ~~shall~~ *will* not be eligible for ~~an Approved Driver Certificate~~*certification*.

When evaluating an applicant's record~~For the purposes of this policy,~~, the Executive Director of ~~the Department of~~ Public Safety/Chief of University Police, or designee, may regard a probated sentence, deferred adjudication, enhancement, or reduction for a traffic related violation the same as a conviction.

~~In order to operate a university motor vehicle upon a highway, an employee must be designated by the employing department, college, or division as a driver and must meet the following standards:~~

~~a. Provide evidence of an appropriate, valid Texas driver's license, or a valid out of state license if an active duty member of the military or reserves;~~

~~b. Provide evidence of the satisfactory completion of a course of defensive driving; and,~~

~~c. Provide evidence from the Driver Records Division of the Texas Department of Public Safety, or out of state driver record bureau if an active duty member of the military or reserves, of a satisfactory driving record.~~

~~Applications for an Approved Driver Certificate may be obtained from the Executive Director of the Department of Public Safety/Chief of University Police (See Driver Certification policy).~~

Upon *approval of the certification application* ~~fulfillment of the requirements in paragraph 5, above,~~ the Executive Director of ~~the Department of~~ Public Safety/Chief of University Police, or designee, *will* ~~shall~~ issue an Approved Dri~~v~~ver Certificate to the employee. This certificate ~~shall~~

will authorize the employee to operate any university ~~motor~~ vehicle of one-ton carrying capacity or less ~~upon the highways~~.

An Approved Driver Certificate will be valid for three years from the date of issuance and can be renewed upon presentation of a satisfactory driving record issued by the Driver Records Division of the Texas Department of Public Safety during the month the renewal is requested. A renewal request may be denied due to excessive driving points as defined above.

To be certified to operate a ~~Drivers of 15~~ passenger van *the employee*~~s~~ must receive additional training specific to *driving* vans ~~driving.~~ (*s*~~S~~ee *policy 16.23)*~~University Vehicles, Rental and 15 Passenger Vans, 16.23)~~.

~~-~~To be certified *to operate* ~~for~~ a university motor vehicle in excess of one-ton capacity, the employee must demonstrate proficiency in the operation of the type of vehicle in question and hold a Texas Driver's License with the appropriate endorsement. *Approval of this level of certification* ~~Demonstration of the proficiency sha~~*wi*ll be indicated by an endorsement to the Approved Driver Certificate.

~~An Approved Driver Certificate shall be valid for three years. Renewal of the certificate may be acquired by the presentation of a satisfactory driving record issued by the Driver Records Division of the Texas Department of Public Safety during the month of renewal.~~

An employee holding an Approved Driver Certificate who is involved in a hazardous traffic violation, *as defined by the SFA DPS,* may be required to repeat any phase of the certification process. Habitual or repeated violation of ~~the~~ university policy or the Texas Motor Vehicle Law may result in the suspension or cancellation of an Approved Driver Certificate. The Executive Director of ~~the Department of~~ Public Safety/Chief of University Police, or designee, may refuse to issue or renew an Approved Driver Certificate to an employee without notice or hearing.

The manager of transportation shall not permit an employee who does not hold an Approved Driver Certificate to operate any university vehicle under his control. The chief administrator of a department, college, or division of the university shall not permit an employee who does not hold an Approved Driver Certificate to operate a university motor vehicle under his control.

Temporary Certifications

~~Upon presentation of a satisfactory driving record and proficiency, an employee may apply for, and the~~ *The* Executive Director of ~~the Department of~~ Public Safety/Chief of University Police, or designee, may issue ~~,~~ a Temporary Approved Driver Certificate~~. A temporary certificate may be issued~~ for a period of *180 days for faculty and staff or 90 days for students upon presentation of a satisfactory driving record and proficiency. Temporary certifications*~~180 calendar days and~~ may not be renewed. The temporary condition of the certificate may be removed by the

Executive Director ~~of the Department~~ of Public Safety/Chief of University Police, or designee, upon the *employee's successful* completion *of the steps necessary for regular certification*~~by the employee of the defensive driving course required in paragraph 5~~.

Any new~~ly~~ employee~~d~~ ~~person~~ of the University that holds a valid out-of-state ~~(non-Texas)~~ *d*~~D~~river's *l*~~L~~icense may be issued a Temporary Approved Driver Certificate for a ~~-~~period of no longer than 30 d*ays.*~~ays. At the end of the 30 day period, the Temporary Approved Driver Certificate may not be extended without a valid Texas Driver's License.~~

~~2. The manager of transportation shall not permit an employee who does not hold an Approved Driver Certificate to operate any university motor vehicle under his control. The chief administrator of a department, college, or division of the university shall not permit an employee who does not hold an Approved Driver Certificate to operate a university motor vehicle under his control.~~

Cross Reference: ~~University Vehicles (Rental & 15 Passenger Vans)~~*Rental of University Vehicles* (16.23)

Responsible for Implementation: President

Contact for Revision: President, *Chief of University Police and Director of Environmental Health, Safety, and Risk Management*

Forms: Approved Driver Certificate Form (~~UPD~~*DPS*)

Board Committee Assignment: *Building and Grounds*

University Website

Original Implementation: August 1, 2000
Last Revision: ~~April 19, 2011~~*April 15, 2014*

The university website is an important communication tool for the university and the source of vital information for prospective and current students, as well as faculty and staff, among other audiences. The quality of the university is evaluated in part by its online content.

~~The Office of Public Affairs~~*University Marketing Communications* provides online practice guidelines, which are updated from time to time. Current guidelines may be found on the university website *at http://www.sfasu.edu/web-dev/*.

I. **Responsibility**

a. Management of the website, led by ~~the Office of Public Affairs~~*University Marketing Communications*, strives to ensure that information is accurate and easily accessible, while recognizing the contributions of university colleges, schools, departments and programs.

b. The administrative head of each campus organizational unit maintaining a website is responsible for seeing that the site adheres to this and other university policies.

~~c. The Office of Information Technology Services manages the university website server(s).~~

~~d.~~*c.* Every organizational unit head shall designate an individual(s) to serve the following functions: ~~pagemaster, webmaster~~*website editor*, and, if applicable, server administrator. (The same person may serve in ~~one or more~~*both* of these capacities.) To ensure continuity of service, these individuals must be regular (non-student) university employees. However, the organizational unit head is responsible for the unit's website and its adherence to university Web policy and practices provided by ~~the Office of Public Affairs~~*University Marketing Communications*. Careful thought must be given to the collection of site content and the ongoing responsibility of site maintenance.

~~e.~~*d.* Each organizational unit head will keep ~~the Office of Public Affairs~~*University Marketing Communications* apprised of the current designees and will assist ~~the Office of Public Affairs~~*University Marketing Communications* in ensuring that all of the designees' responsibilities have been fulfilled.

II. **Technical Requirements**

a. Duplication. To facilitate revisions and prevent contradictory information from appearing on the university website, unit ~~webmasters~~*website editors* should not duplicate information already on the university website, but rather should link to information on the site of the office primarily responsible for the function or activity.

Information should be entered into the university's content management system and used from the system when available.

b. Identification. Each website associated with Stephen F. Austin State University must be clearly identified. The name of the organizational unit should be on every page it creates. ~~The unit webmaster or pagemaster's e-mail address must be displayed on the unit's main page. To preserve anonymity, generic e-mail addresses may be used.~~

c. Required page links. Documents should be designed to minimize users' reliance on navigational aids in browsers. Links must be provided on each page back to the homepage for that document or collection, and for the homepage, back to the sponsoring department or unit. Each department or unit homepage must include a link back to the university homepage. Other links may be required for different websites as directed by ~~the Office of Public Affairs~~*University Marketing Communications*.

III. **Style and Format**

a. University websites should maintain a uniform and consistent appearance and therefore all university websites shall use the university's Identity Standards that are posted on ~~the Office of Public Affairs Web page~~*University Marketing Communications' website*. Individual faculty members designing personal ~~Web pages~~*websites* and websites designed, hosted, and published pursuant to a properly executed written agreement with a third-party vendor that has been signed by the president are excluded from this provision.

b. The university seal is reserved for use by the Office of the President and may be used by other departments with the permission of the Office of the President. The university ~~"spirit"~~ logo is to be used on university websites as per the university's Identity Standards manual.

c. The Identity Standards manual shall be developed by ~~the Office of Public Affairs~~*University Marketing Communications* and approved by the president. It may be modified upon approval of the president.

IV. **Outsourcing**

An organizational unit that is considering contracting outside the university for ~~W~~*w*eb development, paid or volunteer, should contact ~~the Office of Public Affairs~~*University Marketing Communications* first. ~~The Office of Public Affairs~~*University Marketing Communications* will work with units and their ~~Web~~ consultants to help ensure that the final product of outsourcing efforts complies with university policy and that the final site supports the mission and goals of the unit and the university effectively.

V. **Content**

Responsibility for accuracy of ~~Web~~ *website* content is the responsibility of everyone in the university, especially the deans, directors, managers and their designees:

a. Faculty Web pages must be approved by the relevant dean or designee.
b. Unit Web pages must be approved by the relevant director/manager or designee.
c. The university home page and top-level pages must be approved by ~~the Office of Public Affairs~~*University Marketing Communications*.
d. Administrative material, e.g. policies and minutes of meetings, are to be approved through appropriate administrative channels prior to posting.
e. Obsolete or out-of-date material must be removed as soon as practical.
f. *Links on the university homepage and index pages to material that is considered obsolete will be removed by University Marketing Communications*~~The Office of Public Affairs will remove links on the university home page and index pages to material that is considered obsolete~~.

VI. **E-commerce Activity**

The university offers a secure method to support e-commerce activities~~, such as online payments for university courses and auxiliary programs like informal courses and summer camps~~. Contact marketplace@sfasu.edu for more information about establishing e-–commerce service on a university website.

VII. **Copyright and Privacy**

Copyright laws and university copyright policy must be followed. Information created by a government agency is largely considered to be in the public domain. "Found" graphics or outside information must not be used on websites without proper attribution *or permission.*

VIII. **Commercial Activity**

Commercial activity for personal gain is not permitted on any site operated with university resources, nor may readers be automatically re-directed from a university website to an external website that may result in personal financial income for any university employee.

IX. **ADA Compliance**

~~Pages must be accessible to persons with disabilities. Text files must be available for sound files containing substantive spoken content. Images and other visual files must include an ALT attribute and appropriate text.~~*Websites must be in compliance with accessibility requirements. Additional information is available on the university website (http://www.sfasu.edu/web-dev/).* See the state of Texas website Rules and Regulations for additional information on meeting requirements of the Americans with Disabilities Act (ADA).

X. **Exceptions**

All requests for exemptions from these standards must be submitted in writing to ~~the Office of Public Affairs~~*University Marketing Communications* prior to a website launch.

Cross Reference: 1 Tex. Admin. Code §§ 206.1-.2, .70-.75; Web Accessibility Page (http://www.sfasu.edu/web-dev/85.asp); Electronic Accessibility (16.9)

Responsible for Implementation: ~~President~~*Vice President for University Advancement*

Contact for Revision: Executive Director of ~~Marketing and Public Affairs~~*University Marketing Communications*

Forms: None

Board Committee Assignment: Academic and Student Affairs

Vacation Leave

Original Implementation: Unpublished
Last Revision: ~~April 19, 2011~~*April 15, 2014*

Employees of the university, other than faculty with appointments of less than twelve months, shall, without deduction in salary, be entitled to a vacation in each fiscal year. SFA Charter School teachers are excluded from this policy. Additionally, this policy will not apply if alternative leave benefits were negotiated in a contract agreement with an employee. Additionally, employees excluded from this policy include those who do not work at least 20 hours per week for a period of at least 4.5 months or employees in positions that require student status. An employee will earn vacation entitlement beginning on the first day of employment with the state and terminating on the last day. Vacation with pay may not be granted until the employee has had continuous employment with the state for six (6) months, although credit will be accrued during that period. Such entitlement shall be earned as listed below:

Employees with Total State Employment of:	Hours Accrued Per Month	Maximum Hours to Carry Forward from One Fiscal Year to Next Fiscal Year
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35 and over years	21	532

Vacation credit for the higher rate of accrual as shown on the chart above shall be given on the first calendar day of the month if the employee's anniversary date falls on the first calendar day of the month; otherwise, the increase will occur on the first calendar day of the following month.

Part-time employees are also eligible for annual leave, but their accrual rate and maximum annual leave carryover amounts are proportionate to the number of hours they work. For example, half-time employees earn and carry over annual leave at one-half ~~and~~ *the* rate authorized for full-time employees.

The annual leave hours in excess of the maximum allowable carryover left at the end of a fiscal year shall be credited to the employee's sick leave balance. If the employee is on any type paid

leave that extends into the following month, the accrual will not be posted until the employee returns to duty. An employee forfeits this accrual if he or she fails to return to duty.

Time during which any employee is excused from work because of holidays shall not be vacation.

If a state employee transfers directly from one state agency to another, they shall be entitled to credit with the newly employing agency for accumulated but unused vacation entitlement, provided that employment with the state is uninterrupted. A state employee who resigns, is dismissed, or departed from state employment shall be entitled to be paid for all vacation time duly accrued at the time of separation from state employment, provided the employee has had continuous employment with the state for six (6) months.

Vacation leave for -non-faculty employees must be approved in advance by the appropriate supervisor. Non-faculty employees must request vacation using the appropriate system access method designated by ~~the Department of H~~*h*uman ~~R~~*r*esources. Every effort should be made to accommodate the vacation requests, but supervisors may request that such leave be taken during periods other than departmental peak work periods.

Cross Reference: Tex. Gov't Code §§ 661.152-.153

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Finance and Audit

Vehicle Repair and Maintenance

Original Implementation: Unpublished
Last Revision: ~~July 17, 2012~~*April 15, 2014*

The Physical Plant Auto Shop is located at the Grounds and Transportation Department on the corner of University Drive and Starr Avenue. The shop provides for complete repair and maintenance service for university-owned trucks, automobiles, and small equipment such as lawnmowers, chain saws, etc. The Physical Plant Auto Shop maintains an inventory listing of all university-owned vehicles and schedules annual maintenance inspections. Department heads are notified ~~in writing~~ by the manager of transportation that those vehicles in their charge are to be delivered to the auto shop for an annual inspection. The auto shop will conduct a complete and thorough preventive maintenance inspection and make any repairs necessary. Expenses incurred for service on departmentally--owned vehicles will be charged to the department.

All maintenance and repairs performed by outside vendors on university-owned vehicles must be authorized by the Physical Plant Auto Shop prior to services being performed. Request for services to be performed by outside vendors should be made by email or with other appropriate written requests. Emergency repair requests may be made by telephone. After-hour repair emergencies must be routed through the university police department.~~In the event of a breakdown of a university-owned vehicle off-campus during normal working hours, the individual responsible for that vehicle should contact the transportation department at 468-5107 for instructions regarding repair. If the breakdown occurs after normal working hours, the individual incurring the breakdown should contact university police at 468-2608. The university police will notify the transportation department of location and nature of the problem. Transportation will determine if the repair is to be made by a garage or service center in the area of the breakdown or if the vehicle should be towed to campus.~~ *The Grounds and* Transportation *Department* must authorize all off-campus repairs prior to any work being done. Expenses incurred for the repair of a departmentally-owned vehicle will be charged to the department.

Repair and maintenance of vehicles leased by the university is performed in accordance with the terms of the lease agreement.

Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. *Departments that fail to submit the required report(s) by the fifth calendar day of the month may be assessed a late penalty of $100 by the vice president of finance and administration.*

~~Reports are to be completed daily using a state of Texas Vehicle Use Report form. The monthly report must be completely filled out, signed, and sent to the manager of transportation by the fifth calendar day of the following month. The manager of transportation will report mileage to~~

~~the state as required.~~*Reporting guidelines and procedures may be accessed on the Physical Plant Department website at http://www.sfasu.edu/physical_plant/109.aspwww.*

~~Departments failing to submit the required report(s) by the fifth calendar day of the month may be assessed a late penalty of $100 by the vice president for finance and administration.~~

Cross Reference: Tex. Gov't Code § 2171.101 et seq.; Rental of University Vehicles (16.23)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds